



Handbook of Operating Procedures

Section: 6.5.2
Originally Approved: 10/05/1990
Last Amended: 09/12/2008
Last Reviewed: 09/12/2008
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DUTIES AND RESPONSIBILITIES OF ACADEMIC DEANS

A. Purpose

The purpose of this policy is to establish the duties and responsibilities of academic deans.

B. Persons Affected

This policy applies to academic deans.

C. Policy

The principal duty of the academic dean is to assure and promote the academic quality, integrity, and effectiveness of teaching, research, and service, including outreach, consistent with the mission of the university as an institution of higher learning.

The policy of The University of Texas-Pan American is that the academic dean is responsible for:

1. Leading college strategic planning and assessment efforts;
2. Maintaining an environment of collegiality and shared governance;
3. Promoting the welfare of the university in concert with university vision and strategic goals;
4. Leading college fund-raising and out-reach efforts to community, industry, and Government;
5. Coordinating the assessment and development of academic programs within the academic unit;
6. Preparing and revising as necessary academic program plans for the academic unit;
7. Promoting and serving as a model for teaching or librarian effectiveness, professional achievement and professional service;
8. Overseeing all personnel matters involving academic and non-academic employees including recruiting, appointment, reappointment; termination and dismissal; faculty evaluation, tenure promotion and merit;
9. Maintaining good working relationships with faculty and administration in all academic and non-academic areas;



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10. Communicating effectively with relevant constituencies within the University, surrounding community and state regarding the academic unit;
11. Maintaining effective communication among students, faculty and chairpersons within the academic unit and with other academic unit personnel;
12. Serving as a liaison to relevant professional associations and state and national regulatory and accrediting agencies;
13. Articulating University policy and procedures to members of the academic unit;
14. Insuring that the academic unit's policies and practices are consistent with those of the University;
15. Articulating and advocating for the budgetary needs of the academic unit and overseeing the allocation and expenditure of resources;
16. Coordinating the use of facilities assigned to the academic unit;
17. Overseeing the preparation of class schedules and complying with institutional reporting requirements;
18. Working with chairs to encourage grant applications by faculty members for outside funding of special projects; and
19. Additional responsibilities as assigned by the Provost/Vice President for Academic Affairs or President.

D. Definitions

1. *Academic dean.* The chief academic administrative officer of a college or division (academic unit).

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.



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G. Review

The Divisional Head for this policy is the Provost and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholder Review Team members:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair