



## **33.99.99.C0.04 Assistant and Associate Deans**

Approved: May 21, 2007  
Revised: September 28, 2017  
Next Scheduled Review: September 28, 2022

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### **Procedure Statement**

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Assistant and associate deans hold mid-level administrative positions in the university. Appointed by the college deans and subject to approval of the Provost, assistant and associate deans support the dean in managing college activities.

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### **Reason for Procedure**

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This procedure addresses the appointment, regulation, and evaluation of assistant and associate deans across the university.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

Assistant and associate deans may have their own specified duties and assignments and are responsible for their work as delegated by the dean. They may also represent the college in the dean's absence. Assistant and associate deans provide a major leadership role in the academic mission of the university.

#### **2. APPOINTMENT**

2.1 Assistant and associate deans may be selected internally or through an external search. In all but exceptional cases, internal candidates must be tenured in a department within the respective college. For external searches, candidates internal to the university as well as those outside the university may be considered.

2.2 The internal search process will follow accepted practice for academic positions within the institution. External searches will include advertising the position so a range of interested candidates may apply. In the event of an external search, search committees must contain at least three (3) members from the college. All college faculty will be given the opportunity to provide feedback on all viable candidates. Faculty assessments will be used as a factor in the final selection. Normally, the

dean and the Provost will appoint candidates whom a majority of the full-time faculty support.

- 2.3 There may be instances during which an interim assistant/associate dean must serve. If this occurs, the dean, with the approval of the Provost, will appoint the interim assistant/associate dean. In exceptional cases, the interim assistant/associate dean may be selected from outside the college.

### 3. WORKLOAD AND LENGTH OF TERM

- 3.1 Assistant and associate deans normally receive 12-month appointments. In most cases, during fall and spring semesters, the appointment is at minimum, half-time administrative and the remainder is academic. Assistant and associate deans currently serving appointments upon any revision of this procedure are grandfathered in under their current appointment specifications but reserve the option to continue their current appointment as defined under the revised procedure.
- 3.2 An assistant/associate dean has the prerogative of resigning the position at any time with reasonable notice to the dean. The dean has the prerogative to end the term of an assistant/associate dean at any time with reasonable notice and approval of the Provost.

### 4. PERFORMANCE EVALUATION

Assistant and associate deans will be evaluated annually by the dean. For assistant and associate deans who carry teaching loads, their student evaluations and other documentation of teaching effectiveness, scholarship/creative activity, and service will be considered as well. The dean will consider all appropriate input, including a formal biennial feedback assessment from faculty and department chairs, when reappointment is being determined. The Office of the Provost is responsible for initiating the survey to collect input from faculty and relevant staff. Additional requirements for the performance review of academic administrators can be found in University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*.

### 5. LEAVE

Assistant/associate deans, regardless of the length of appointment, are expected to maintain work schedules mutually agreed upon by the dean. Work schedules are assigned and vacation dates will be approved by the dean according to the needs of the college.

### 6. COMPENSATION

Assistant/associate deans will receive a monthly flat rate stipend over the fiscal year in addition to their regular pay. This stipend is clearly identified as compensation for the administrative duties they perform and is payable only for the period they serve as an assistant or associate dean.

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## **Related Statutes, Policies or Requirements**

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University Procedure [33.99.03.C0.02, Performance Reviews of Academic Administrators](#)

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## **Contact Office**

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Contact for interpretation and clarification: Provost and Vice President for Academic Affairs  
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