

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**12.99.99.P0.01 Appointments and Term Limits of Academic
Administrator Positions**

Approved July 12, 2021

Revised: May 30, 2023

Next Scheduled Review: May 1, 2028

UAP Purpose

Prairie View A&M University (PVAMU) has an open and transparent process for selecting, reviewing, and appointing faculty to serve as academic administrators. The following guidelines were developed to ensure consistency within academic units at PVAMU for academic administrator appointments.

Definitions

Dean: Deans report directly to the Provost. They have the responsibility under the Provost for their unit's operation and are expected to provide effective leadership and organizational management, and maintain an environment of collegiality and shared governance. Deans of academic schools/college are expected to actively seek input from their department heads (where applicable) and faculty. Deans are the chief administrative officer of their unit. Primary responsibilities include planning, advancement, assessment of programs and services, oversight of fiscal resources and personnel productivity, enrollment growth, research productivity, personnel recruitment, placement and support, image building, fundraising, and interpretation of rules and procedures.

Associate/Assistant Dean: Associate and assistant deans report directly to the dean of the respective college/school and are expected to support the dean in executing college/school responsibilities. Duties may include but not be limited to working on policy development, enhancing the learning environment, increasing, and sustaining partnerships with various stakeholders, managing budgets and resources, supporting strategic initiatives, supporting curriculum development, promoting collegiality, supporting assessment of student and program outcomes, supporting recruitment, retention and graduation efforts, and handling student and faculty grievances or other concerns.

Department Head: The heads of the academic departments report directly to the dean of the school/college. The department head is responsible for consulting with and representing the department faculty and university's interest on policies, plans, and procedures that affect the department. Primary responsibilities include ensuring the quality of academic programs and services, managing the allocation of human and fiscal resources, ensuring compliance with policies, rules, and regulations, assessing educational programs, overseeing student degree

audits, reviewing syllabi to ensure compliance with university policies, coordinating classroom observations, and representing the department appropriately to internal and external entities.

Associate/Assistant Department Head: Associate and assistant department heads report directly to the department head and work to support the head with overall management and operations. Duties may include but not be limited to working with the department head to manage resources, oversee curricular or other initiatives assigned, handling select administrative matters, supporting recruitment, hiring, and retention of faculty, promoting collegiality, assisting with assessment and reporting, supporting curricular planning, and handling student and faculty concerns of various types.

Official Procedures and Responsibilities

1. GUIDELINES FOR THE SELECTION AND APPOINTMENT OF DEANS

- 1.1 To be eligible to serve as a dean, a faculty member should hold a tenured position in his/her respective department and have demonstrated leadership, managerial and administrative abilities. When conducting an external search, candidates must be eligible to hold a tenured position in the department. Deans report to the Provost and Senior Vice President for Academic Affairs (Provost).
- 1.2 During the selection process, input from the school/college faculty in making a dean appointment will take place through hiring committees and/or other appropriate faculty venues.
- 1.3 The Provost will discuss candidates' names, including an analysis of the strengths and weaknesses of finalists in terms of position-related criteria and qualifications, with the President. Following discussion, the President must approve the candidate selected, and the Office of the President will submit supporting materials to The Texas A&M University System for review and approval.
- 1.4 The appointment to the dean position generally shall be five years, subject to reappointment. Terms may be renewed provided the dean continues to meet or exceed expectations but are generally not renewed for more than two terms. Continuation on a yearly basis is also subject to satisfactory performance. Exceptions of general term limits can be made for the outstanding leadership of a school/college. In accordance with System Policy 12.01, administrative duties may be removed without cause.
- 1.5 Feedback from faculty regarding the renewal will be collected through the school/college faculty and other established forums.
- 1.6 An appointment to the dean position shall be full-time, and the position offer letter will stipulate the portion of the faculty member's salary not associated with the administrative duties.

2. GUIDELINES FOR THE SELECTION AND APPOINTMENT OF ASSOCIATE DEANS AND ASSISTANT DEANS

- 2.1 Associate or assistant dean appointments are generally made from among the current tenured and tenure-track faculty and are considered extensions of a faculty appointment. In some situations, a non-tenure-track faculty member may be considered.
- 2.2 The dean will identify potential candidates and solicit input from the department heads and faculty about each candidate.
- 2.3 The dean will forward a recommendation to the Provost for review and consideration.
- 2.4 An appointment to assistant or associate dean may be full-time but will most frequently be made by releasing faculty from responsibilities such as teaching, research and/or service.
- 2.5 The position offer letter will stipulate the portion of the faculty member's salary not associated with the administrative duties, and the appointment generally shall be made on an academic year basis (9 months).
- 2.6 The position may carry partial or full duties during the summer months, for which a separate contract will be issued (i.e., 25-50% effort).

3. GUIDELINES FOR THE SELECTION AND APPOINTMENT OF DEPARTMENT HEADS

- 3.1 Each department head within the academic department will serve as the faculty's academic leader and the designated administrator of the unit. The department head reports to a dean.
- 3.2 To be eligible to serve as a department head, a faculty member should hold a tenured position in his/her respective department and have demonstrated leadership, managerial, and administrative abilities. When conducting an external search, candidates should be eligible to hold a tenured position in the department.
- 3.3 During the selection process, input from the department faculty in making an appointment will take place through hiring committees and/or other appropriate faculty venues.
- 3.4 Department head appointments are generally made from among the current tenured and tenure-track faculty and are considered extensions of a faculty appointment.
- 3.5 The dean may identify potential candidates and solicit input from respective faculty about each candidate.
- 3.6 The dean will forward a recommendation to the Provost for review and consideration.

- 3.7 An appointment to department head is considered full time and the position offer letter will stipulate the portion of the faculty member's salary not associated with the administrative duties. The appointment to the department head position generally shall be for three years, subject to reappointment. Terms may be renewed provided the department head continues to meet or exceed expectations but are generally not renewed for more than two terms. Continuation on a yearly basis is also subject to satisfactory performance. In accordance with System Policy 12.01, administrative duties may be removed without cause.

4. GUIDELINES FOR THE SELECTION AND APPOINTMENT OF ASSOCIATE DEPARTMENT HEADS AND ASSISTANT DEPARTMENT HEADS

- 4.1 Associate or assistant department head appointments are generally made from among the current tenured and tenure-track faculty and are considered extensions of a faculty appointment. In some situations, a non-tenure-track faculty member may be considered.
- 4.2 In consultation with the dean, the department head will identify potential candidates and solicit input from the faculty about each candidate.
- 4.3 The dean will forward a recommendation to the Provost for review and consideration.
- 4.4 An appointment to assistant or associate department head will generally be made by releasing faculty from responsibilities such as teaching, research and/or service.
- 4.5 The position offer letter will stipulate the portion of the faculty member's salary not associated with the administrative duties, and the appointment generally shall be made on an academic year basis (9 months).
- 4.6 The position may carry partial or full duties during the summer months, for which a separate contract will be issued (i.e., 25-50% effort).

5. TERM LIMITS AND INTERIM APPOINTMENTS

- 5.1 Dean
- 5.1.1 Appointments to the dean position generally shall be for five (5) years, subject to reappointment.
- 5.1.2 An appointment to the dean's position shall be a full-time administrative position, and the offer letter will stipulate the administrative duties.
- 5.1.3 Interim dean appointments should be no longer than is necessary to secure permanent leadership through the typical processes for deans unless the appointment is made by the Provost and President and approved by the TAMUS.

- 5.1.4 The Provost will make interim dean appointments in consultation with the President, who will forward the recommendation to the TAMUS for approval.
- 5.1.5 Depending on need, an interim dean need not hold academic rank or tenure in the school/college, but the appointment's qualifications must be justified.
- 5.1.6 Interim deans shall have the same responsibilities and authority as all other deans.

5.2 Associate or Assistant Dean

- 5.2.1 Appointments to the associate or assistant dean position generally shall be for up to three (3) years, subject to yearly evaluation and reappointment. When not full-time, appointments shall be made on an academic year (9 month) contract. Faculty feedback on the renewal will be collected either formally or informally by the dean.

5.3 Department Head

- 5.3.1 Appointments to the department head position are fixed; standard terms are three (3) years. Appointments generally shall be made on a calendar year basis (12 months).
- 5.3.2 An appointment to the department head position shall be full-time but carry teaching responsibilities. The position offer letter will stipulate the portion of the faculty member's salary not associated with the administrative duties.
- 5.3.3 Interim department head appointments generally may be made on either an academic year (9 months) or calendar year basis (12 months), as determined by school/college need.
- 5.3.4 An interim department head shall preferably be a tenured faculty member of the department.
- 5.3.5 After consultation with the department faculty, the dean of the college/school shall appoint an interim department head in consultation with the Provost or otherwise assign the department's interim executive functions.
- 5.3.6 Interim department heads shall have the same responsibilities and authority as all other department heads.

5.4 Associate or Assistant Department Head

- 5.4.1 Appointments to the associate or assistant department head positions are made yearly. Faculty feedback on the renewal will be collected either formally or informally by the department head.

6. RE-ASSIGNMENT OR REMOVAL

- 6.1 Individuals may be removed or reassigned from the administrative positions listed above at any time based on performance review by the appropriate supervisor (i.e., dean or Provost) and with the Provost or President's approval. In accordance with System Policy 12.01, administrative duties may be removed without cause.
- 6.2 Removal from the administrative positions listed above does not affect one's faculty status.

7. TRAINING AND SUPPORT FOR ADMINISTRATIVE ROLES

- 7.1 Training and support for administrative roles are provided through the Office of Academic Affairs, the Office of Human Resources, the TAMUS, and other internal and external workshops, conferences, and mentorship arrangements.

8. SELECTION PROCESS

The Provost/Dean/Department Head will:

- 8.1 Establish a position description in conjunction with the Office of Academic Affairs.
- 8.2 Share the position description with the Office of Human Resources.
- 8.3 Establish a selection committee of three to five individuals to be shared with the Office of Human Resources.
- 8.4 Distribute the position announcement and description to all qualified faculty. In the case of appointments in Undergraduate Studies or Graduate Studies, a request would go out to the college/school deans, faculty, Faculty Senate leadership team, other administrators, and staff members for recommendations, and individuals who have expressed interest in administrative roles. For external searches, the Office of Human Resources will post the position announcement and description.
- 8.5 Collect a statement of interest, Curriculum Vitae (CV), and list of references from those who are interested.
- 8.6 Seek feedback from the relevant college/school/department faculty about the top candidate(s) (this applies to college/school appointments only, and not to Undergraduate Studies or Graduate Studies appointments).

The Selection Committee will:

- 8.7 Interview selected candidates utilizing a set of criteria stemming from the position description.
- 8.8 Make a recommendation of top candidates in unranked order according to perceived strengths and weaknesses.

For Department Head-level appointments, the Dean will:

- 8.9 Interview the finalist(s) and discuss the finalist(s) with the Provost to finalize the selection.

For Dean-level appointments:

The Provost will:

- 8.10 Consider the recommendation, and establish with the President a list of candidates for campus or other interviews.
- 8.11 Interview the selected finalist(s), and discuss the finalist(s) with the President.

The President will:

- 8.12 Consider the recommendation, and interview selected finalist(s) and make a recommendation to the TAMUS Chancellor once a selection has been made.

9. OFFER LETTERS

- 9.1 To establish an appointment, the Provost/dean/department head will create an offer letter that will include:
 - 9.1.1 An appointment letter for a faculty member with administrative duties; and
 - 9.1.2 The portion of the faculty member's salary that is associated with the administrative duties;
 - 9.1.2.1 The portion of the faculty member's salary not associated with the administrative duties must not exceed the salaries of other faculty with similar qualifications and performing similar duties.
- 9.2 Indicate the anticipated term per University Administrative Procedure 12.99.99.P0.03.
- 9.3 Include the following statement: "You are reminded that administrative duties may be removed without cause as noted in System Policy 12.01."
- 9.4 If relevant to the position (i.e. assistant/associate dean or department head), indicate the percent effort for the 9-month appointment and that a summer appointment will be determined but will constitute a separate contract.

10. PROCESS DOCUMENTATION

- 10.1 Document the process with names and dates of selections, interviews, etc., in a one-page summary memo that will be sent to the Office of Academic Affairs.
- 10.2 Retain all search materials including evaluation matrices, interview

questionnaires and notes in the Office of the Dean for all assistant/associate/department head and assistant/associate dean appointments.

10.3 Forward to the Office of Academic Affairs all search materials including evaluation matrices, interview questionnaires and notes for all dean appointments.

10.4 All search materials will be kept in accordance with the university's Records Retention Schedule.

Related Statutes, Policies, Regulations and Rules

System Policy [02.05 Presidents of System Member Universities](#)

System Policy [12.01 Academic Freedom, Responsibility and Tenure](#)

University Administrative Procedure 12.99.99.P0.03 Term Limits and Review of Academic Administrators

Contact Office

Office of Academic Affairs (936) 261-2175
