

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



12.99.99.P0.03 Term Limits and Review of Academic Administrators

Approved: May 30, 2023

Next Scheduled Review: May 1, 2028

UAP Purpose

In accordance with System Policy [12.01 Academic Freedom, Responsibility and Tenure](#), faculty appointments to an administrative position will have a set time limit and may be removed without cause and prejudice to a faculty member's tenure or contractual rights by the Chancellor, President, Provost, or designee, provided other issues do not cause the individual to be dismissed from the tenured faculty position for cause.

Definitions

See University Administrative Procedure 12.99.99.P0.01 Appointments and Term Limits of Academic Administrator Positions for definitions of dean, associate/assistant dean, department head, and associate/assistant department head.

Official Procedures and Responsibilities

1. TERM LIMITS

1.1 Dean

Appointments to the dean position generally shall be for five (5) years, subject to reappointment. Terms may be renewed as long as the dean continues to meet or exceed expectations defined by institutional policy. Upon approval by the President and Provost and Senior Vice President for Academic Affairs (Provost), following the initial term's expiration, the dean may serve for an additional term. Term limits typically shall not exceed two terms or ten (10) years but may be extended at the Provost's recommendation to the President due to exceptional work, progress on strategic priorities, and faculty support.

1.2 Associate or Assistant Dean

Appointments to the associate or assistant dean position generally shall be for up to three (3) years, subject to yearly evaluation and reappointment. Terms may be renewed based on need and as long as the associate or assistant dean continues to meet or exceed expectations. Upon approval by the Provost and dean, following the initial term's expiration, the associate or assistant dean may serve for an additional term, but opportunities for other faculty to serve and gain administrative experience should be weighed carefully. Term limits typically shall not exceed two terms or six (6) years but may be extended at the dean's recommendation to the Provost due to exceptional work, progress on strategic priorities, and faculty support.

1.3 Department Head

Appointments to the department head position are fixed; standard terms are three (3) years. Terms may be renewed as long as the department head continues to meet or exceed expectations defined by institutional policy. Upon approval by the Provost and dean, following the expiration of the initial three-year term, the department head may serve for up to two additional three-year terms. Term limits typically shall not exceed three three-year terms or nine (9) years but may be extended at the dean's recommendation to the Provost due to exceptional work, progress on strategic priorities, and faculty support.

1.4 Associate or Assistant Department Head

Appointments to the associate or assistant department head position generally shall be for up to three (3) years, subject to yearly evaluation and reappointment. Terms may be renewed based on need and as long as the associate or assistant department head continues to meet or exceed expectations. Upon approval by the Provost and dean, following the initial term's expiration, the associate or assistant department head may serve for an additional term, but opportunities for other faculty to serve and gain administrative experience should be weighed carefully. Term limits typically shall not exceed two terms or six (6) years but may be extended at the dean's recommendation to the Provost due to exceptional work, progress on strategic priorities, and faculty support.

2. REVIEW

- 2.1 Faculty feedback on the term renewals of academic administrators will be collected through the school/college faculty and other established forums. Faculty feedback on the renewal of associate/assistant dean and associate/assistant department head will be collected either formally or informally by the dean and the department head, respectively. The Office of Academic Affairs will administer an evaluation survey to the direct reports (including faculty and staff) of each dean and department head who is due for a review. The survey will ask the respondents to evaluate their supervisors on a range of factors, including areas such as inclusiveness, competence, communication, respect, compassion, growth mindset, self-awareness, empowering others, relationship with people, etc. The survey results will be aggregated and shared with the academic administrators for reflection and their supervisors and the Provost for review. The results will be used in combination with yearly performance reviews and other factors (such as specialized accreditation, program reviews, development, unit's visibility and accomplishments, progress on strategic priorities, etc.) to help determine the next steps for term renewals and/or other areas of support for the academic leadership. The general feedback and accomplishments of the academic administrator will also be examined with the President where appropriate.

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

Contact Office

Office of Academic Affairs (936) 261-2175
