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
Next Scheduled Review: July 1, 2026

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.

Faculty appointments to an administrative position will have a set time limit and may be removed without causes 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

Dean: Deans of academic schools/colleges report directly to the Provost. They have the responsibility under the Provost for their school/college operation and are expected to provide effective leadership and organizational management, actively seek input from their Department Heads (where applicable) and faculty and maintain an environment of collegiality and shared governance. Deans are the chief administrative officer of the college/school. Primary responsibilities include planning, advancement, assessment of programs and services, oversight of fiscal resources and personnel productivity, enrollment growth, research productivity, faculty and staff 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.

**Program Coordinators:** Program Coordinators report directly to the Department Head and support the departments with a range of program-specific responsibilities. Program duties may include overseeing the curriculum update process, liaising with internal and external stakeholders on program requirements and events, overseeing student degree audits, addressing student grievances, presiding over program meetings, overseeing course scheduling with the Department Head to ensure appropriate instructors for each course while maintaining proper course rotation, overseeing program assessment, reviewing syllabi to ensure compliance with university policies, and coordinating classroom observations.

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**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.

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 finalist in terms of position-related criteria and qualifications, with the President. Following discussion, the President must approve the candidate selected, and the President’s Office 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. Administrative duties may be removed without cause.

1.5 Faculty feedback on 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 academic department will have a Department Head who is a member of and serves as the department 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. 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. 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, following the initial term's expiration, the Dean may serve for an additional term. Faculty feedback on the renewal will be collected through the school/college faculty and other established forums. Term limits typically shall not exceed two terms or ten (10) years but may be extended at the Provost's recommendation due to exceptional work, progress on strategic priorities, and faculty support.

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 TAMU System.

5.1.4 The Provost will make Interim Dean appointments in consultation with the President, who will forward the recommendation to the TAMU System 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. Terms may be renewed based on need and as long as the Associate or Assistant Dean continues to meet or exceed expectations. When not full-time, appointments shall be made on an academic year (9 month) contract. 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. Faculty feedback on the renewal will be collected through the school/college faculty and other established forums. Term limits typically shall not exceed two terms or six (6) years but may be extended at the Dean's recommendation.

5.3 Department Head

5.3.1 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. Appointments generally shall be made on a calendar year basis (12 months). 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. Faculty feedback on the renewal will be collected through the school/college faculty and other established forums. Term limits typically shall not exceed three three-year terms or nine (9) years but may be extended at the Dean's recommendation.

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 and Program Coordinator

5.4.1 Appointments to the Associate or Assistant Department Head or Program Coordinator 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. 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 Academic Affairs, Human Resources, the Texas A&M University System, and other internal and external workshops, conferences, and mentorship arrangements.

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**Related Statutes, Policies, Regulations and Rules**

02.05 Presidents of System Member Universities

**Contact Office**

Office of Academic Affairs (936) 261-2175