



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.01: Academic Deans and Department Chairpersons**

**DATE:** July 31, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define the responsibilities and promote understanding of the academic deans and department chairpersons.

**REVIEW:** This OP will be reviewed in March every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by April 15.

**POLICY/PROCEDURE**

1. Appointments for academic deans and department chairpersons follow the same procedure as appointments of professors being granted tenure at initial appointment, with the exception that the appointment of a department chairperson is initiated by the dean of the college involved. The PVPAA initiates the appointment of a dean. Administrative appointments are held at the discretion of the immediate administrative supervisor of that assignment and may be terminated at any time.

2. The positions of academic dean and department chairperson are defined below:

a. Academic Dean

The deans are the principal administrative officers of the colleges of Arts and Humanities, Business, Education, Health and Human Services, Graduate Studies and Research, and Science and Engineering who report to the PVPAA. Within budgetary limitations as recommended by the PVPAA and approved by the president, each dean has authority for the expenditure of funds in the operation of the college and the responsibility to ensure that such expenditures within each department are made in accordance with university policy. The dean of each college is responsible for the preparation of degree plans for all students majoring in the college and for the certification of fulfillment of degree requirements at the completion of the student's academic program. With the advice of the academic department chairpersons, the dean of the college is responsible for the evaluation of academic programs and the preparation of proposals for curriculum changes and new academic programs within the college; for the proper administration of all university rules and regulations within the college; for a careful, objective annual evaluation of the department chairpersons and other personnel employed in the college; and for recommending to the PVPAA the appointment, salary increments, promotion, tenure, and termination of faculty. The deans make recommendations on tenure and promotion to the College Committee on Tenure and Promotion. Faculty will evaluate their respective dean annually using the IDEA

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Feedback System for Administrators, and each dean will have an annual performance conference with the PVPAA. All full time faculty members in the college should be able to access IDEA summary results by the end of the semester following the evaluation.

b. Department Chairperson

Instructional departments are administered by chairpersons who normally are appointed for three-year terms by the PVPAA on the recommendation of the dean of the appropriate college. The chairperson, in cooperation with the faculty, is responsible for supervising activities of the department, scheduling classes, assisting in faculty evaluations, preparing budget requests, initiating appointment recommendations, developing the curriculum, and supervising assessment activities.

These individuals serve in their administrative capacities without tenure of office and at the discretion of the dean. Before a chairperson's term expires, the PVPAA will notify the dean when a chairperson's review will occur. The dean initiates an extensive review with the faculty that includes a meeting with departmental faculty and a secret ballot vote of confidence/no confidence. Reappointment as chairperson may be recommended. Faculty will evaluate their respective chairperson annually using the IDEA Feedback System for Chairs, and each chairperson will have an annual performance conference with his/her dean. All full time faculty members in the department should be able to access IDEA summary results by the end of the semester following the evaluation.