

Academic Unit Head Appointments

Original Implementation: May 23, 1979

Last Revision: January 30, 2018

Academic unit heads may be hired under either an eleven-month or twelve-month contract.

Academic unit heads under an eleven-month contract are expected to be on duty each work day within the contract period when classes are in session. It is the responsibility of academic unit heads to ensure that ongoing academic unit obligations are met during their absence. Vacation time is not accrued under an eleven-month appointment. Sick leave is earned according to the schedule for Texas state employees. Academic unit heads under an eleven-month contract are also subject to being called upon to address a task or issue outside the normal work day when it is determined by the dean to be in the best interest of the university. Academic unit heads who are appointed for eleven months should have no university duties during the equivalent of one calendar month (twenty-one work days throughout the year). The twenty-one days will be logged in the academic unit office and approved by the respective dean prior to taking leave from duties.

Academic unit heads under a twelve-month contract are expected to be on duty each work day. Vacation and sick leave are earned according to the schedule for Texas state employees. Academic unit heads are subject to being called upon to address a task or issue outside the normal work day when it is determined by the dean to be in the best interest of the university.

Cross Reference: Administration of Academic Units (4.4); Faculty Workload (7.13); Sick Leave (12.18)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs