

Academic Unit Head Appointments

Original Implementation: May 23, 1979

Last Revision: January 27, 2015

Academic unit heads under a twelve-month contract are expected to be on duty each working day except when on vacation, sick leave, or other form of leave. Vacation time 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 working day when it is determined by the dean to be in the best interest of the university.

Academic unit heads under an eleven-month contract are expected to be on duty each working day within that contract period when classes are in session except when on sick or other form of leave. 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 working day when it is determined by the dean to be in the best interest of the university.

Academic unit heads who are appointed for a period of eleven months should have no university duties during the equivalent of one calendar month (twenty-one working days, throughout the year). In any case, the twenty-one days will be logged in the academic unit office and approved by the respective dean prior to the time of taking leave from duties.

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