

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Unit Head Appointments

Policy Number: 4.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/27/2015

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): The policy outlines the length of contract appointments for academic unit heads (11-month or 12-month) and spells out the obligations under each contract type.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: An introductory sentence was added to inform the reader from the outset that two types of contracts exist for the appointment of chairs (academic unit heads). Otherwise, the policy was only edited for grammar and clarity. No substantive changes were made.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Unit Head Appointments

Original Implementation: May 23, 1979

Last Revision: ~~January 27, 2015~~ January 30, 2018

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

~~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~~ 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