



Selection of Academic Deans

Purpose

To identify the selection procedures for academic deans.

Persons Affected

This policy applies to the search committees for academic deans.

Definitions

Academic dean: the chief executive of the college and is responsible for fostering excellence in teaching, research/scholarship/creative activity, and service

Policy Statement

The identification, recruitment, and retention of highly qualified and talented academic deans is a primary university goal. The academic dean is the chief executive of the college and is responsible for fostering excellence in teaching, research/scholarship/creative activity, and service. Reporting directly to the Provost and Executive Vice President for Academic Affairs, the academic dean has a major role in developing and interpreting university policy. This policy supports The University of Texas System Regents' Rule 20102 Appointment of Officers, which endorses the principle of reasonable consultation with representatives of the faculty, staff, and student body, in the selection of administrative officers.

Procedures

Selection of the Search Committee:

The search process begins with the establishment of a search committee. After consulting with college faculty and academic unit heads, the Provost and Executive Vice President for Academic Affairs will determine the search committee size and composition. The Provost will appoint an academic dean (outside the college) to serve as chair of the search committee. Ideally, the committee will be composed of an odd number of members (elected or appointed) consisting of at least one representative from each of the academic units of the college and having a balanced mix of tenured or tenure-track faculty and academic unit heads. Additionally, students and outside representatives may be elected or appointed to serve as non-voting ex-officio members of the committee.

The Provost and Executive Vice President for Academic Affairs will convene the committee for its initial organizational meeting. The committee may choose to elect other committee officers. The search committee chair may designate a committee member from the respective college as a contact for external inquiries.



Search Committee Responsibilities:

The search committee will coordinate the recruitment process, working closely with the Provost and Executive Vice President for Academic Affairs. The committee, in consultation with human resources, is responsible for developing a written position description, advertising the position, screening candidates, and arranging candidate interviews. Each search will be conducted without prejudice for internal or external candidates. The committee will contact human resources for mandatory training and for assistance as needed.

Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews will provide ample opportunity for candidates to meet college faculty, students, academic unit heads, other deans, vice-presidents, and the president. After interviewing candidates, the committee will make its recommendation to the Provost and Executive Vice President for Academic Affairs.

The Provost will submit the search committee's final report, which shall include an analysis of the strengths and weaknesses of finalists, along with the Provost's own recommendation, to the President, who will make the final selection. The Provost's recommendation will not be binding on the President.

Exceptions:

The selection requirements outlined in this policy do not apply to interim or acting appointments.

When a competitive recruitment is not in the best interest of the university, the university must request and receive written approval of the president the appropriate executive vice chancellor. The request may be made and the required approval received at any time prior to delivery of an offer of employment.

Funds for Recruitment:

Expenses incurred during the search are generally borne by the college with the vacancy with possible additional funds from other sources.

Related Statutes or Regulations, Rules, Policies, or Standards

Regents' *Rules and Regulations*, Rule 20102, Appointment of Institutional Administrative Officers

UTS 187 Interviews of Executive Administrators and Other Senior Administrators

SFA HOP 03-203 Employee Affirmative Action Recruitment Plan

Responsible Executive

Provost and Executive Vice President for Academic Affairs and President



Forms

Human Resources hiring forms.

Revision History

September 1, 2023 (original)