

MISSISSIPPI STATE UNIVERSITY[™]

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic
Operating Policy and Procedure Manual

DATE: April 17, 1989

SUBJECT: AOP 10.03 –Deans Council and Associate Deans Council

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the role, responsibility, and membership of the Deans Council and Associate Deans Council.

REVIEW:

This AOP will be revised every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE:

1. The Deans Council

The Deans Council provides leadership in establishing academic policies and procedures, in making decisions about academic programs, and recommending new degree programs. This body participates in developing long-range plans for the University. The Deans Council is chaired by the Provost and Executive Vice President, and includes the Associate Provost for Academic Affairs, the Associate Vice Presidents for Academic Affairs, the Deans of academic colleges and schools, the Dean of the Library, the Dean of the Meridian campus, the Vice President of the Faculty Senate, the Vice President of the Student Association, and the Executive Director of Academic Outreach and Continuing Education. Non-voting members include the Director of the Office of Institutional Research and Effectiveness, the Head of Information Technology Services, the Registrar, and a representative of University General Counsel. Other individuals may be invited to attend as resource persons.

2. Associate Deans Council

The Associate Deans Council recommends academic policies and operational procedures to the Deans Council and implements approved policies and decisions.

The Associate Deans Council consists of the Associate Provost for Academic Affairs, who serves as chairperson; one Associate or Assistant Dean (or designated representative) from each school, college, or division, as assigned by the appropriate Dean; the Directors and Heads of all units reporting to the Division of Academic Affairs; the Associate Vice Presidents for Academic Affairs; the Associate Vice President of Student Affairs; the Dean of Students; the Chair of the

Academic Affairs Committee of the Faculty Senate; and a representative from the Student Association. Other individuals may be invited to attend as resource persons.

RESPONSIBILITIES:

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>02/20/2012</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>02//22/2012</u> Date
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<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>02/29/2012</u> Date
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REVIEWED:

<u>/s/ Lesia Bryant</u> Director, Office of Internal Audit	<u>03/23/2012</u> Date
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<u>/s/ Joan L. Lucas</u> General Counsel	<u>03/30/2012</u> Date
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>04/03/2012</u> Date
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