



AOP 10.02: ACADEMIC ADMINISTRATORS AND DIRECTORS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define and promote an understanding of the appointments, responsibilities and evaluations of academic Deans, associate or assistant Deans, and department heads.

POLICY/PROCEDURE

The review process for all academic administrators and definitions of the positions of academic Dean, associate or assistant Dean, director of school and department head follow:

A. Academic Dean

An academic Dean's chief responsibility is the development, supervision, and operation of the academic programs of the college. The academic Dean and his or her staff serve as consultants on all academic matters, such as course changes, choice of major, and degree requirements. Since all degrees awarded by Mississippi State University are granted through these colleges, the respective Deans and the faculty members of a specific college or school are responsible for maintaining and revising their own curriculum requirements after the initial approval of a curriculum by the IHL Board.

Administrative assignments or reassignments for academic Deans are the responsibility of the Provost and Executive Vice President. The Provost and Executive Vice President recommends to the President each Dean for IHL Board approval. Tenure does not exist for administrative assignments. Each Dean is to report on his or her performance at least annually through a conference with the Provost and Executive Vice President.

At the end of each three year period, a thorough review and evaluation of a Dean will be conducted by the Provost and Executive Vice President. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. This evaluation will begin no later than September 15 following the end of the three-year period. After reviewing the solicited data from the affected faculty, staff, and students, the Provost and Executive Vice President will meet with the affected faculty and staff in a private, confidential forum without the presence of the administrator being reviewed.

The Provost and Executive Vice President will provide a mechanism for comments to be shared with the administrator being reviewed. All identifying information will be deleted from responses before being shared with the administrator being reviewed.

Following this review and evaluation, a decision will be made by the Provost and Executive Vice President regarding the continued administrative appointment of the

Dean. If the majority of the affected faculty and staff are not generally in favor of a continued appointment and the Provost and Executive Vice President is going to continue the appointment, s/he will give written rationale for that decision within the same academic year.

B. Associate and Assistant Dean

Associate and assistant Deans aid in the administrative work of the colleges and schools. Administrative assignments or reassignments are the responsibility of the Dean. Tenure does not exist for administrative assignments. Each associate or assistant Dean is to report on his or her performance at least annually through a conference with the Dean.

At the end of each three year period, a thorough review and evaluation of an associate/assistant Dean will be conducted by the Dean and results shared with the Provost and Executive Vice President. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. This evaluation will begin no later than September 15 following the end of the three-year period. After reviewing the solicited data from the affected faculty, staff, and students, the Dean will meet with the affected faculty and staff in a private, confidential forum without the presence of the administrator being reviewed.

The Dean will provide a mechanism for comments to be shared with the administrator being reviewed. All identifying information will be deleted from responses before being shared with the administrator being reviewed.

Following this review and evaluation, a decision will be made by the Dean regarding the continued administrative appointment of the Associate/Assistant Dean. If the majority of the affected faculty and staff are not generally in favor of a continued appointment and the Dean is going to continue the appointment, the Dean will give written rationale for his/her decision.

C. Department Head/Director of Schools

Academic departments are administered by department heads and schools are administered by directors who are normally appointed by the Dean, taking into consideration the advice and counsel of a screening committee. An administrative assignment or reassignment for a department head or director of school is the responsibility of the Dean. Tenure does not exist for administrative assignments. Each department head/school director is to report on his or her performance at least annually through a conference with the Dean.

The department head/school director, in regular consultation with the faculty and Dean, is responsible for: (1) the implementation of procedures for the selection of personnel and their subsequent annual performance reviews, including the College and University procedures associated with promotion and tenure; (2) working with the departmental faculty in the development, coordination, implementation, and periodic review of academic programs and course offerings; (3) fiscal management of the department

budget; and, (4) the provision of quality services to the various clientele the department is designed to serve.

At the end of each three year period, a thorough review and evaluation of a department head/school director will be conducted by the Dean and results shared with the Provost and Executive Vice President. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. This evaluation will begin no later than September 15 following the end of the three-year period. After reviewing the solicited data from the faculty, staff, and students, the Dean will meet with the faculty and staff in a private, confidential forum without the presence of the administrator being reviewed.

The Dean will provide a mechanism for comments to be shared with the administrator being reviewed. All identifying information will be deleted from responses before being shared with the administrator being reviewed.

Following this review and evaluation, a decision will be made by the Dean regarding the continued administrative appointment of the department head/school director. If the majority of the affected faculty and staff are not generally in favor of a continued appointment and the Dean is going to continue with the appointment, s/he will give written rationale for the decision.

REVIEW

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

REVIEWED:

/s/ Peter L. Ryan
Executive Vice Provost and
Dean of the Graduate School

08/24/2020
Date

/s/ David Shaw
Provost and Executive Vice President

08/24/2020
Date

/s/ Rebecca Robichaux-Davis
President, Robert Holland Faculty Senate

08/24/2020
Date

/s/ Tracey N. Baham
Director
Institutional Research and Effectiveness

08/24/2020
Date

/s/ Joan Lucas
General Counsel

08/24/2020
Date

APPROVED:

/s/ Mark Keenum
President

08/24/2020
Date