STANDARD ADMINISTRATIVE PROCEDURE

Faculty Participation in the Selection, Evaluation, and Retention of Deans

Formerly University Rule 12.99.99.M5
Approved March 6, 1990
Revised May 10, 1999
Revised April 14, 2009
Reviewed August, 2018; moved to a SAP January 2019

SAP Statement

System Policy 1.03 authorizes that the President shall appoint and reappoint deans and interim deans with approval of the Chancellor (sections 2.6 and 2.8), except for vice chancellor and deans and interim vice chancellor and deans who shall be appointed by the board based on recommendations by the chancellor (sections 2.3 and 2.7).

Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process of selecting a dean will enhance the institution’s reputation, aid in recruiting the best faculty, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the university function effectively. While the appointment and retention decisions for deans is ultimately vested in the President, Provost and Executive Vice President, and System officials and should consider the entire spectrum of viewpoints from multiple stakeholders, the principle of shared governance in the academy requires that the faculty of the college play an important role in the selection, review and retention of its dean.

For the purposes of this document:

- “faculty” shall mean those persons eligible to vote for members of the Faculty Senate;
- “applicants” shall mean those individuals who submit an application to the search committee;
- “candidates” shall mean only those applicants recommended by the search committee for faculty consideration;
- “recommended candidates” shall mean those candidates forwarded to the Provost and Executive Vice President for consideration;
- “finalist(s)” shall be the individual(s) recommended by the Provost and Executive Vice President for appointment by the President with approval by the Chancellor.

Violations of the principles or the spirit of these procedures and any other improprieties in the selection, evaluation, and retention of Deans shall be reported to the Executive Committee of the Faculty Senate.
Rule and Responsibilities

1. SELECTION

1.1 When a vacancy occurs or is imminent, a search committee shall be appointed by the Provost and Executive Vice President and the search for a new permanent dean shall begin promptly. If necessary, the Provost and Executive Vice President may recommend that the President, with the approval of the chancellor, appoint an interim dean for a period not to exceed one year. The Executive Vice President and Provost shall consult with the faculty of the college after one year if the interim appointment will extend into a second year, and shall receive formal faculty input before extending an interim appointment beyond two years.

1.2 The size and precise makeup of the search committee will vary according to circumstances, but a majority of the members shall be faculty members of the college who currently do not hold administrative positions above the department head level. A majority of the faculty members from the college must be elected by the faculty of that college. The balance of the committee should broadly represent the college’s constituencies.

1.3 The search committee shall take into account the rights of the individual candidates and the Texas Public Information Act, Chapter 552, Texas Government Code. The curricula vitae and all other non-confidential material the search committee has pertaining to each candidate shall be made available for examination by the faculty.

1.4 Members of the college faculty shall be provided an opportunity to meet with the candidates and provide input after all candidates have been interviewed. Faculty shall be given at least one week to provide confidential input to the search committee through the Dean of Faculties. Other constituents involved in the interview will also be asked for input. All written input that is maintained is subject to disclosure under the Texas Public Information Act.

1.5 The search committee shall use the faculty input on each candidate as an integral part of their information to form the list of recommended candidates. Input from other college constituents will also be sought. The search committee shall recommend at least two candidates to the Provost and Executive Vice President with descriptions of each recommended candidate’s strengths and weaknesses. The selection of a Dean will be made from the list of recommended candidates.

1.6 The Provost and Executive Vice President should take into consideration the entire spectrum of viewpoints from many stakeholders. If the Provost and Executive Vice President finds a recommended candidate to be a suitable finalist, a recommendation for an appointment shall be made to the President. If the appointment is recommended by the President, the approval of the Chancellor will be sought.
1.7 The Provost and Executive Vice President shall provide feedback to the committee of the action taken based on its recommendation. If no finalist is chosen from the recommended candidates, the search process and above procedures shall be repeated, and by the Provost and Executive Vice President’s choice, this will be done either with the same search committee or by forming a new search committee.

1.8 The President, with the approval of the Chancellor, shall make the initial appointment of a dean for up to five years, renewable under the provisions of this rule. Appointment of deans who are also vice chancellors require a recommendation from the Provost and Executive Vice President, President, and Chancellor to the board who shall approve the appointment. Deans normally may serve two consecutive terms, but the Provost and Executive Vice President may recommend reappointment for a third term upon strong recommendation from the faculty.

2. EVALUATION AND RETENTION

An evaluation of the dean that includes faculty input should be conducted at or before the midpoint of the first term of appointment and prior to any decision to reappoint the dean, but can be initiated by the Provost and Executive Vice President at other times. This review does not replace the annual review which the Provost and Executive Vice President conducts concerning the dean’s performance, but certainly will inform the annual evaluation.

The faculty evaluation of deans should serve to improve performance and enhance professional development. In addition it should promote a sense of shared values between the faculty, department heads, deans, and the University administration.

2.1 The Provost and Executive Vice President, through the Dean of Faculties, shall initiate a preliminary review of new deans at or before the midpoint of the first term of appointment that includes faculty input. Thereafter formal reviews to solicit faculty input should occur at least every fifth year of the dean’s term in office or at the time of reappointment, and a summary of the review shall be shared with the faculty.

2.2 All reappointment reviews shall include a comprehensive opportunity for college faculty members and other stakeholders to present their views to the Provost and Executive Vice President regarding the strengths and weaknesses of the Dean.

Contact Office

OFFICE OF RESPONSIBILITY: Dean of Faculties
Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process will enhance the institution’s reputation, aid in recruiting the best faculty, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the university function effectively. While the appointment and retention decisions for department heads is vested in the college dean with approval from the Provost and Executive Vice President, and should consider the view of other stakeholders, the principle of shared governance in the academy requires that the faculty of the department play an important role in the selection, evaluation and reappointment of its department head.

For the purposes of this document:

- “faculty” shall mean those persons eligible to vote for members of the Faculty Senate;
- “applicants” shall mean those individuals who submit an application to the search committee;
- “candidates” shall mean only those applicants recommended by the search committee for faculty consideration;
- “recommended candidates” shall mean those candidates forwarded to the dean of the college for consideration;
- “finalist” shall be the dean’s selection, with the approval of the Provost and Executive Vice President, for placement as a Department Head.

Violations of the principles or the spirit of these procedures and any other improprieties in the selection, evaluation, and retention of department heads shall be reported to the Executive Committee of the Faculty Senate.
1. SELECTION

1.1 When a vacancy occurs or is imminent, a search committee shall be appointed by the dean and the search for a new permanent department head shall begin promptly. If necessary, the dean may appoint an interim head, normally for one year. The faculty should have an opportunity to nominate candidates for this position. The dean should consult with the faculty of the department after one year if an interim will serve into a second year and shall receive formal faculty input before extending an interim department head appointment beyond two years.

1.2 The size and precise makeup of the search committee will vary according to circumstances, but a majority of the members shall be elected faculty members of the department. The balance of the committee should broadly represent the department’s constituencies.

1.3 The search committee shall take into account the rights of the applicant and the Texas Public Information Act, Chapter 552, Texas Government Code. The curricula vitae and all other non-confidential material the search committee has pertaining to each candidate shall be made available for examination by the faculty.

1.4 Members of the departmental faculty shall be provided an opportunity to meet with the candidates, and provide input after all candidates have been interviewed. Faculty shall be given at least one week to provide confidential input to the search committee through the Dean of Faculties. All written input that is maintained is subject to disclosure under the Texas Public Information Act.

1.5 The search committee shall use the faculty input on each candidate as an integral part of their deliberations to form the list of recommended candidates. Input from other departmental constituents will also be sought. The committee will provide the college dean a report with descriptions of each recommended candidate’s strengths and weaknesses.

1.6 The dean should take into consideration the entire spectrum of viewpoints from many stakeholders, including but not limited to the search committee, higher administration and directors of relevant agencies, when appropriate. In the event that the college dean finds a recommended candidate to be a suitable finalist, a recommendation for approval of the appointment shall be made to the Provost and Executive Vice President through the Dean of Faculties. The selection of a department head will be made from the list of recommended candidates.

1.7 The dean shall provide feedback to the committee of the action taken based on its recommendations. If no acceptable finalist is chosen from the recommended candidates, the search process and above procedures shall be repeated, and by the college dean’s
choice, this will be done with either the same search committee or a new search committee.

1.8 A dean shall make the initial appointment of a department head for up to five years, renewable under the provisions of this rule. Department Heads normally will serve two consecutive terms, but the Dean may recommend reappointment for a third term upon strong recommendation from the faculty.

2. EVALUATION AND RETENTION

An evaluation of the department head that includes faculty input should be conducted at or before the midpoint of the first term of appointment and prior to any decision to reappoint the department head, but can be initiated by the college dean at other times. This review does not replace the annual review which the college dean conducts concerning the department head’s performance, but certainly will inform the annual evaluation.

The evaluation of department heads should serve to improve performance and enhance professional development. In addition it should promote a sense of shared values between the faculty, department heads, deans, and the University administration.

2.1 The Dean, through the Dean of Faculties, shall initiate a preliminary review of a new department head at or before the midpoint of the first term of appointment that includes faculty input. Thereafter formal reviews to solicit faculty input should occur at least every fifth year of the department head’s term in office and a summary of the review shall be shared with the faculty.

2.2 All reappointment reviews shall include a comprehensive opportunity for college faculty members and other stakeholders to present their views to the college Dean regarding the strengths and weaknesses of the Department Head.

Contact Office

OFFICE OF RESPONSIBILITY: Dean of Faculties