

NUMBER: ACAF 1.27
SECTION: Academic Affairs

SUBJECT: Internal Appointments of Associate and Assistant Deans
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LATEST REVISION: January 17, 2001

Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
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I. Policy

In cases when academic administrative positions within a department, school or college are to be filled internally without any net additions, the University has established the following procedures.

II. Procedure

A. The dean shall notify in writing all members of the unit and instruct them how to apply or make a nomination.

B. The notification shall list specific qualifications which are reasonable and limited to those necessary for the job.

C. The dean shall consider only applicants with the necessary qualifications. At least two persons shall be considered unless only one has the necessary qualifications.

D. Before making the appointment, the dean or other appointing officer shall clear procedures with the System Affirmative Action Officer and shall clear the recommended appointment with the Office of the Provost.

E. Appointment term: institute directors, academic program directors, department chairs, division heads, assistant deans, and associate deans will normally be appointed on either a nine-month or an eleven-month annual basis. Exceptions must be specifically granted by the executive vice president for academic affairs and provost. All individuals in administrative positions serve as administrators at the pleasure of the appointing authority.

III. Reason for Latest Revision

The latest revision clarifies the term of appointment for certain administrative positions.