



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

DATE: August 3, 1987  
Revised January 14, 2005

SUBJECT: 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.

### REVIEW

This AOP will be reviewed every five 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 Vice President for Academic Affairs.

### POLICY/PROCEDURE

1. Appointments for academic deans/directors/registrar, associate or assistant deans/directors, and department heads follow the same procedure as appointment of professors, with the exception of the appointment source. The Provost recommends to the President each dean or director for IHL Board approval. The dean/director appoints the assistant or associate dean/director, and the department head. An administrative assignment or reassignment is the responsibility of the immediate administrative supervisor of the appointment. Tenure does not exist for administrative assignments.
2. The review process for all academic administrators and definitions of the positions of academic dean, associate or assistant dean, and department head follow:
  - a. Academic Dean/Director/Registrar

The Academic Deans, the Dean of the Library, the Registrar, and the Directors of Academic Outreach and Continuing Education, Information Technology Services, Office

of Institutional Research, and various other academic units are the principal administrative officers.

The academic dean's chief responsibility is the development, supervision, and operation of the academic programs of the college or school. The student's 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 given by Mississippi State University are granted through these colleges and schools, the respective dean 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 deans/directors/registrar are the responsibility of the Provost. Tenure does not exist for administrative assignments. Each dean/director is to report on his or her performance at least annually through a conference with the Provost.

At the end of each three year period, a thorough review and evaluation of a dean/director will be conducted by the Provost. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the Provost regarding the continued administrative appointment of the dean/director.

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. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the dean regarding the continued administrative appointment of the associate/assistant dean.

c. Department Head

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

The department head, in regular consultation with the faculty and dean, is responsible for the: (1) 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) initial development of academic program and curricular recommendations, and 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 will be conducted by the dean. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the dean regarding the continued administrative appointment of the department head.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2009

APPROVED: August 3, 1987

REVISED: December 1, 1989

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>11/12/04</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>11/12/04</u> Date
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<u>/s/ Mark Goodman</u> President, Robert Holland Faculty Senate	<u>11/15/04</u> Date
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REVIEWED:

<u>/s/ Don Zant</u> Director of Internal Audit	<u>11/22/04</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>12/2/04</u> Date
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APPROVED:

<u>/s/ J. Charles Lee</u> President	<u>1/14/05</u> Date
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