



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.14, **Appointments to Academic Administrative Positions**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the responsibilities and promote understanding of the Provost, Vice Provost, Associate Provosts, Assistant Provosts, Deans, Regional Deans, Associate Deans, Assistant Deans, and Department Chairpersons.

REVIEW: This HSC OP will be reviewed by April 1 of each even-numbered year (ENY) by the Office of General Counsel, with recommendations for revisions forwarded to the President by April 15.

POLICY/PROCEDURE:

1. Authority.

- a. Pursuant to TTU System Board of Regents Rule 2.04.1, the President of TTUHSC is the Chief Executive Officer of TTUHSC and has the authority to manage, supervise and direct the areas and activities of the institution. The President's responsibilities include, but are not limited to, directing and coordinating the academic programs of the health professional schools and their academic and operational affairs, clinical affairs, student affairs, graduate programs, continuing education programs, faculty practice plans, and resident physician training programs.
- b. Pursuant to TTU System Board of Regents Rule 2.03.8, the President of TTUHSC has the authority to appoint personnel and fix salary and compensation. However, appointments and adjustments to the salaries of Executive Vice Presidents and Vice Presidents shall be set by the President, with prior approval of the Chancellor and prior notice to the Board of Regents.
- c. Tenure does not apply to administrative positions. These positions do not carry tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the administrative supervisors, respectively, in accordance with other applicable policies. Administrative positions may be terminated without cause at any time. However, faculty members holding administrative positions may be tenured in their respective academic units. Academic units may recommend tenure at the time of the initial appointment of Professors in exceptional cases. (See [HSC OP 60.01](#), Tenure and Promotion Policy, for further details related to tenure.)
- d. Individuals appointed to these administrative positions shall be familiar with and transact business within their administrative areas in accordance with TTU System *Regents' Rules*, TTU System Regulations, TTUHSC Operating Policies and Procedures, the Legislative Appropriations Bill, as well as state and federal laws.

2. Provost and Chief Academic Officer.

- a. **Appointments.** The President initiates the search for and appointment of the Provost and Chief Academic Officer. The appointment is based upon various criteria including, but not limited to, demonstrated leadership qualities, alignment with TTUHSC values, requisite administrative experience, earned doctorate, experience in an academic environment, and record of scholarly achievement sufficient to qualify for tenured rank within TTUHSC.

This position does not carry tenure, and insofar as his/her administrative duties apply, the individual serves at the discretion of the President. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** The Provost serves as TTUHSC's chief academic officer overseeing institution-wide academic functions, programs and policies. The Provost is an advocate for all academic programs, supervises the Deans of the Schools of Health Professions, Medicine, Nursing, Pharmacy, Population and Public Health, and the Graduate School of Biomedical Sciences, as well as provides leadership to Deans, faculty and academic staff to ensure consistent quality standards in curriculum and programs that meet the needs of students. The Office of the Provost works in concert with the President, Deans, Department Chairs, faculty, staff, students, and TTUHSC governance representatives to fulfill its administrative and institutional responsibilities for academic affairs, student affairs, Title IX activities, and the Institute of Anatomical Sciences at TTUHSC. The Provost ensures compliance with various accreditation agencies as well as state accreditation and regulation. In addition, the Office of the Provost works closely with executive leadership in strategic planning.

The Provost shall have annual performance conferences with the President of TTUHSC, to whom he/she reports, and shall serve as a member of the President's Cabinet.

3. **Vice Provost, Associate Provost, Assistant Provost.**

- a. **Appointments.** The President delegates authority to the Provost to initiate searches for and appointments of Vice Provost, Associate Provosts and Assistant Provosts . Appointment requirements, duties and responsibilities shall apply to administrative positions in accordance with the Office of the Provost needs.
- b. **Responsibilities.** Vice Provost, Associate Provosts and Assistant Provosts assist in the administrative work of the Office of the Provost and perform duties as assigned.

The Vice Provost, Associate Provosts and Assistant Provosts shall have annual performance conferences with the Provost, to whom they report.

4. **Deans.**

- a. **Appointments.** The President delegates authority to the Provost to initiate searches for and appointments of Deans. Appointments are based upon various criteria including, but not limited to, demonstrated leadership qualities, alignment with TTUHSC values, requisite administrative experience to assume management of the respective Schools, earned doctorates in related disciplines, experience in an academic environment, and records of scholarly achievement sufficient to qualify for tenured ranks within TTUHSC. Additional appointment requirements, duties and responsibilities shall apply to administrative positions in accordance with the respective Schools' needs.

These positions do not carry tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the Provost. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** Deans are the chief academic officers of their respective Schools. Chief responsibilities include, but are not limited to, developing, supervising and operating the academic programs of their respective Schools, establishing and administering degree requirements and developing and periodically reviewing policies.

Deans have the administrative responsibility to manage resource allocation and personnel, and develop and implement programs as needed. Deans represent the respective Schools within TTUHSC, as well as to external constituencies. In addition, Deans provide leadership in developing programs that will strengthen the Schools' educational, research, and professional service missions.

Deans shall have annual performance conferences with the Provost of TTUHSC, to whom they report, and shall serve as members of the President's Cabinet.

5. **Regional Deans.**

- a. **Appointments.** Regional Deans are representatives of the respective Schools in all matters affecting their respective regional campuses. Deans initiate searches for and appointments of Regional Deans. Appointments are based upon various criteria including, but not limited to, demonstrated leadership qualities, alignment with TTUHSC values, requisite administrative experience to assume management of regional campus programs, experience in an academic environment, an earned doctorate in a related discipline, and records of scholarly achievement sufficient to qualify for tenured ranks within TTUHSC. Additional appointment requirements, duties and/or responsibilities may apply to administrative positions in accordance with the respective Schools' needs.

These positions do not carry tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the respective Deans. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** Regional Deans are responsible for academic functions performed by the Deans of the respective Schools including, but not limited to, student affairs, faculty affairs, curricular coordination and facilitation, participation in community relations, and liaison with local and state health professional societies and agencies as appropriate. Regional Deans address disputes which arise in departments on the respective campuses.

Regional Deans' responsibilities include, but are not limited to, developing departmental budgets, recruiting faculty, determining those faculty members to be proposed for promotion and the award of tenure, and serving as regional directors for the respective Schools' income plans. Additional appointment requirements, duties, and responsibilities shall apply to administrative positions in accordance with the respective Schools' needs. Regional Deans serve as the primary liaisons in negotiating the development of teaching programs in the respective hospitals.

Regional Deans shall have annual performance conferences with their respective Deans, to whom they report.

6. **Associate and Assistant Deans.**

- a. **Appointments.** Searches for and appointments of Assistant and/or Associate Deans are initiated by the Deans of the respective Schools or, where applicable, the Regional Deans of the campus involved. Appointment requirements, duties and/or responsibilities shall apply to administrative positions in accordance with the respective Schools' needs.

- b. **Responsibilities.** Assistant and Associate Deans assist in the administrative work of the respective Schools and perform duties as assigned.

Assistant and Associate Deans shall have annual performance conferences with their respective Deans or Regional Deans, to whom they report.

7. **Department Chairpersons.**

- a. **Appointments.** Searches for and appointments of Chairpersons are initiated by the Deans of the respective Schools or the Regional Deans of the campus involved. Appointment requirements, duties and/or responsibilities shall apply to administrative positions in accordance with the respective Schools' needs.

These positions do not carry tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the respective Deans and Regional Deans. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** Chairpersons' responsibilities include, but are not limited to, supervising activities of the respective departments, scheduling classes, preparing budget requests, initiating appointment recommendations, and developing the curriculum.

Chairpersons shall have annual performance conferences with their respective Deans or Regional Deans, to whom they report. Chairpersons serve as members of the respective Deans' Advisory Committee.

8. **Regional Department Chairpersons.**

- a. **Appointments.** Searches for and appointments of Regional Chairpersons are initiated by the respective Regional Deans of the School involved. The respective Lubbock Chairpersons of the Department involved shall participate in search and appointment activities. Instructional departments are administered by Regional Chairpersons who are appointed by the respective Regional Deans. Appointment requirements, duties and responsibilities shall apply to administrative positions in accordance with the respective Departments' needs.

These positions do not carry tenure, and insofar as their administrative duties apply, the individuals serve at the discretion of the respective Regional Deans. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** Regional Chairpersons' responsibilities include, but are not limited to, supervising activities of the respective department, scheduling classes, preparing budget requests, initiating appointment recommendations, and developing the curriculum.

Regional Chairpersons shall have annual performance conferences with their respective Regional Deans, to whom they report.