

UNIVERSITY RULE

12.99.99.M5 Faculty Participation in the Selection, Evaluation, and Retention of Deans

Approved March 6, 1990

Revised May 10, 1999

Revised April 14, 2009

Next scheduled review August 18, 2019

Rule Statement

System Policy 1.03 states that the Board shall appoint deans after recommendations are made by the President and Chancellor (section 2.6), and that the Chancellor may make an interim appointment of a dean upon recommendation by the President (section 3.1).

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 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 and voting;
- “recommended candidates” shall mean those candidates forwarded to the Provost and Executive Vice President for consideration;
- “finalist(s)” shall be the Provost and Executive Vice President recommended individual(s) for appointment by the Board of Regents upon recommendation by the President and 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 according to the provisions of this Rule, and the search for a new permanent dean shall begin promptly. If necessary, the Provost and Executive Vice President and President may recommend that the Chancellor appoint an interim dean for a period not to exceed one year. The Executive Vice President and Provost and President shall consult with the faculty of the college after one year if the interim appointment will extend into a second year, and shall receive faculty approval 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 rest 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 vote on the acceptability of each candidate after all candidates have been interviewed. Faculty shall be given at least one week to vote. Voting will be by secret ballot. The ballots shall be collected by a person chosen by the search committee. Any ballots that are maintained are subject to disclosure under the Texas Public Information Act.
- 1.5 Members of the search committee shall tabulate the ballots. The results of the vote described in section 1.4 shall be reported by indicating those that received a majority of acceptable votes to the college faculty within one week of the end of the balloting period. No other information shall be disclosed by the search committee. When the faculty are notified of the results the Dean of Faculties and Associate Provost and the Provost and Executive Vice President shall also be informed of the results.
- 1.6 After all the steps in sections 1.4 and 1.5 are completed, the committee shall deliberate to form the list of recommended candidates, all of whom must have

received acceptable votes from the majority of faculty members who participated in the voting described in 1.4, however the list need not include all candidates who received a majority of acceptable votes. The committee shall provide the Provost and Executive Vice President with descriptions of each recommended candidate's strengths and weaknesses.

- 1.7 The Provost and Executive Vice President may 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 and Board of Regents will be sought.)
- 1.8 The Provost and Executive Vice President shall provide the committee with an explanation of the action taken on its report. 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 choice this will be done either with the same search committee or by forming a new search committee in accordance with this rule.

2. EVALUATION AND RETENTION

A faculty evaluation of the dean must be conducted near 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. The administrative officers responsible for decanal evaluation shall determine faculty sentiment concerning incumbent deans and seriously take such sentiment into account. However it is anticipated that the sentiment of other important constituencies shall be considered as well.

- 2.1 With the approval of the President, Chancellor and Board of Regents the initial appointment of a dean shall be up to four years renewable under the provisions of this rule. Deans normally will serve two consecutive terms, but the Provost and Executive Vice President may recommend reappointment for a third term if the faculty concurs.
- 2.2 The Provost and Executive Vice President shall initiate a preliminary review of new Deans at approximately the 24th month of service. Thereafter formal reviews should occur at least every fourth year of the dean's term in office. The results of these reviews shall be reported to the faculty within four months of the initiation of the

review process.

- 2.3 All reviews shall include an opportunity for college faculty members to present their views to the Provost and Executive Vice President including, but not limited to, a faculty poll of whether the dean should continue in office. The results of the poll shall be disseminated to the faculty.

Contact Office

OFFICE OF RESPONSIBILITY: [Dean of Faculties and Associate Provost](#)