

Repealed by [F98-2](#)

S76-12 School (College) Deans: Responsibilities and Selection

Legislative History:

The Academic Senate, at its meeting of March 8, 1976, passed a resolution (S 76-1) on School Deans - Responsibilities and Selection. This policy was returned by the President for further committee and Senate consideration. The Senate reconsidered the document and modified it on May 10, 1976.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved." Signed: John H. Bunzel, July 26, 1976.

POLICY RECOMMENDATION **SCHOOL DEANS - RESPONSIBILITIES AND SELECTION**

1. The dean of a school represents its faculty, the Academic Vice President and the President in the academic governance of the school. In consultation with the faculty and within the limits of University and system policy, the school dean is responsible for the direction of the school, the integrity of its education, the quality of its faculty, and the effectiveness of its operation.

2 A School Dean, in consultation with the faculty of that school:

- a. directs and coordinates implementation of University policies and procedures in the school;
- b. in accordance with the policy on powers of schools, establishes and implements school policies;
- c. reviews the professional activities and stimulates and aids in the professional development of departments, programs and individual faculty members in the school;
- d. plans for the school's academic betterment and coordinates planning by departments, programs and similar units in the school;
- e. sees to the equitable and effective utilization of all resources allocated for the operation of the school;
- f. represents the needs of the school to the university administration and seeks resources requisite for their support; and

g. performs such other duties in connection with school or university administration as university policies or procedures may provide or as may be authorized or prescribed by the President or Academic Vice President.

3. a. Departments and similar units in a school ordinarily route their communications with other schools and higher University officers through the office of the school dean, but may communicate directly, if the school dean is informed.

b. School deans normally report to the Academic Vice President, but may communicate directly with the President, if the Academic Vice President is informed

4. A school shall provide for the size, qualifications, and method of election and appointment of its decanal selection committee. The school should define the electorate, the number of representatives on the committee and the method of choosing alternates. Such a school policy must be consistent with the specific requirements of paragraph 5.

5. a. A majority of the voting members of a school decanal selection committee shall be teaching faculty elected by and from the faculty of the school. For the purposes of this provision, departmental chairpersons shall be considered members of the teaching faculty.

b. Two members of the committee shall be teaching faculty from two other schools and shall be appointed by the President after consultation with the Executive Committee of the Academic Senate.

c. No less than one student, currently in good standing and registered as having a major or credential objective in the school, shall be selected by the students having majors or credential objectives in the school. The procedures for making this selection shall be determined in such a way as to involve the widest possible participation by students in the school. If procedures have not been established by school policy, they shall be established by the other members of the committee.

d. School policy, with the approval of the Academic Vice President, may provide for representation of other persons or groups on its decanal selection committee.

e. The Academic Vice President shall serve as a non-voting member of the school decanal selection committee.

f. The committee shall elect one of its members as chairperson.

g. No candidate for the deanship shall be a member of the school decanal selection committee.

h. Membership in committees shall be announced.

6. As soon as possible after it is known that a vacancy has occurred or will occur, the President shall cause a selection committee to be formed in accordance with these procedures.
7. As soon as its members are chosen, the selection committee shall consult with the President regarding the scope and procedures of the search, the target date for the report, the funds and clerical assistance available, the qualifications expected of the candidates, and other matters relating to the selection process.
8. The scope and procedures of the selection process shall be determined by the committee after consultation with the President and with due regard to the time and resources available and the desired qualifications. The scope of the search always should be as wide as is feasible in the circumstances and shall be conducted in accordance with the University's Affirmative Action Policy. Initiation of the search always should be publicly announced and provisions made for the submission of names by the campus community. Likely candidates should be interviewed. If adequate recruitment funds are not available, the committee should explore other ways and means of meeting likely candidates. The deliberations and recommendations of the committee shall be confidential.
9. At the conclusion of its search, the committee shall report to the President the names of at least two, and preferably three or four, candidates it considers most qualified to fill the deanship. The President shall meet with the committee to discuss its recommendations. The President may appoint any person recommended by the committee. Members of the committee shall not take part in negotiations with a candidate subsequent to the report unless requested to do so by the President. A selection committee's records shall be turned over to the President with its report.
10. If the President decides not to appoint, or is unable to appoint, any of the recommended candidates, the President may ask the selection committee either to make further recommendations or to make a further search. Alternatively, a new selection committee shall be formed in accordance with these procedures.
11. Deans of schools are subject to administrative review at such times and in such manner as the President may direct.
12. Deans of schools are subject to faculty review in accordance with procedures adopted by the Academic Senate and approved by the President.
13. An acting dean may be appointed by the President, to fill a temporary vacancy in the office of a school dean in accordance with the policy for such appointments. An acting dean normally shall serve for no more than one full year except upon further consultation following the procedures specified by University policy in the appointment of acting school deans.