

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.3	Executive Officers	Revised:	April 2006
<b>Policy 1.3.11</b>	<b>Deans</b>	Responsibility:	President

## **DEANS**

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### **Overview**

Each Dean is responsible to and reports to the University President. The Deans serve at the pleasure of the President, without fixed term, and perform such duties as are assigned by the President.

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### **Staff Responsibilities**

As a staff officer, the Dean participates in administrative consideration of policies, plans, and programs of the Health Science Center.

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### **Line Responsibilities**

As a line officer, the Dean has general charge and responsibility for all instructional activities in his or her School, including continuing education and such other instructional programs, research programs, or academic support services as may be assigned. Specific duties of the position include:

1. Recommending appropriate budgets and budget policies affecting the appropriate School, as well as effectively administering the approved budget.
2. Recommending appointment, promotion, retention, non-retention, or dismissal of department Chairs and other administrative positions; and appointment, promotion, retention, non-retention, or dismissal for cause of all members of the faculty and staff of the units assigned.
3. Recommending appointment to tenure of qualified faculty, when deemed appropriate, upon receipt of certification of faculty qualifications by the department Chairs and the Faculty Tenure and Promotions Committee of the Health Science Center.
4. Developing and evaluating research and academic programs and teaching methods and curricula, and developing long-range plans for the academic programs of the School.
5. Recommending additions and alterations to facilities necessary for academic purposes.

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6. Chairing the faculty council of the School, chairing meetings of the faculty called by the Dean, and establishing procedures for meetings of other faculty organizations.
  7. Representing the School, at the direction of the President, before accrediting bodies, educational and professional associations, and appropriate health and regulatory agencies.
  8. Executing academic regulations and procedures, including admission and dismissal of students.
  9. Certifying, upon the recommendation of the faculty, students for graduation and honors.
  10. Representing the School on the Executive Committee of the Health Science Center and other appropriate policy-making bodies.
  11. Establishing and appointing (or authorizing the election of) such ad hoc committees or councils for the School as needed and appropriate.
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