

Dixie State University Policy

661 Academic Structure



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I. Purpose

- 1.1 To describe the Dixie State University administrative structure in compliance with the Utah State Board of Regents Policy R401

II. Scope

- 2.1 This policy applies to all academic administrative units at Dixie State University.

III. Definitions

- 3.1 **Academic College:** An organizational unit comprised of departments, centers/institutes/offices, and/or programs. Colleges are administered by a Dean, who reports to the Provost/VPAA.
- 3.2 **Academic Department:** A unit comprised of related curricula, the faculty employed to teach those subjects, and other associated staff personnel.
- 3.3 **Academic Program:** Discipline or curriculum oriented academic units within departments and/or degree or certificate awarding academic units outside of an academic department.
- 3.4 **Center/Institute/Office:** General purpose administrative unit created to facilitate specialized research, service, or other administrative functions.
- 3.5 **Organizational Unit:** An ongoing subset of university operations.
- 3.6 **Program Coordinator/Director:** Academic program coordinator/director is charged with directing a professionally accredited academic program or major.

IV. Policy

4.1 Organizational Units

4.1.1 Dixie State University has the following organizational units reporting to the Provost/Vice President for Academic Affairs (Provost/VPAA):

4.1.1.1 Academic College administered by a Dean.

4.1.1.2 Academic Department administered by a department chair, who reports to the Dean of the college in which the department resides.

4.1.1.3 Academic Programs administered by a director or coordinator who report to a department chair, associate/assistant dean, and/or dean.

4.1.1.4 Center/institute/office led by a director who may report to a department chair or dean or the Provost/VPAA.

4.1.1.5 Schools are administered by an executive director.

4.2 Deans

4.2.1 Deans are appointed by the President upon recommendation by the Provost/VPAA, and the appointment must be ratified by the Board of Trustees.

4.2.2 Deans are full-time administrators. Deans may be provided associate or assistant deans in various functional areas as merited by program magnitude and scope.

4.2.3 Deans are evaluated according to administrative evaluation detailed in DSU Policy 327: Staff Performance Evaluation.

4.2.4 A DSU faculty member with rank and tenure in a DSU academic department who accepts appointment as a dean retains rank and tenure during his/her appointment as dean.

4.2.4.1 Externally appointed deans are eligible for retreat rights, rank, and tenure upon approval from Provost/VPAA.

4.3 Selection of Deans

4.3.1 When a vacancy in an existing dean position occurs or when the Provost/VPAA determines there is a need to create a new dean position,

the Provost/VPAA will consult with the involved academic units and faculty regarding the proposed position and any reorganization.

- 4.3.2 Proposed dean positions will receive approval from the President before being opened for hiring or appointment.
- 4.3.3 Search Committee: The Search Committee for a dean position shall consist of the following members:
 - 4.3.3.1 One faculty representative elected by the full-time tenure-track faculty from each academic department within the college.
 - 4.3.3.1.1 If the college is comprised of only two academic departments, two faculty representatives may be elected from each department.
 - 4.3.3.1.2 If program(s) exist independent of departments within the college, the program(s) shall have the same representation as departments.
 - 4.3.3.2 One administrative representative from outside the college appointed by the Provost/VPAA.
 - 4.3.3.3 One faculty member from outside the college selected by the Provost/VPAA.
 - 4.3.3.4 The Search Committee Chair shall be appointed by the Provost/VPAA.
 - 4.3.3.5 All members of the search committee will have voting rights, including the chair.
- 4.3.4 When appropriate, additional faculty, non-faculty and/or non-University employees may be invited to participate in the search process and serve as members of the Search Committee, with the approval of the Provost/VPAA.
- 4.3.5 The voting members of each Search Committee will include both genders and a diversity advocate.
- 4.3.6 The Search Committee shall follow University procedures for evaluating, screening, and interviewing candidates. The Committee will normally recommend three (3) unranked candidates to the Provost/VPAA for the final selection.

4.4 Responsibility of Deans

- 4.4.1 A dean is responsible for all matters within their college, including, but not limited to:
- 4.4.2 Supervise and manage all matters related to college faculty and staff personnel. Provide for and monitor evaluations of college faculty and staff according to University policy.
- 4.4.3 Supervise and manage all matters related to college budgets and finance.
- 4.4.4 Provide leadership and maintain quality in academic programs in the college, including working with departments on program proposals and program reviews.
- 4.4.5 Approve, supervise, advise, and counsel associate deans, assistant deans, department chairs, program directors/coordinators who report directly to the dean on all matters pertaining to their responsibilities.
- 4.4.6 Provide leadership and coordination of instructional, service, and scholarly and creative activities of the college.
- 4.4.7 Approve hiring of faculty in academic areas in the college.
- 4.4.8 Arrange for adequate and suitable faculty office, classroom, and laboratory space for university personnel and activities.
- 4.4.9 Represent the college on the Dean's Council, and other internal and external administrative committees.
- 4.4.10 Approve candidates for graduation from the college.
- 4.4.11 Other duties as assigned by the Provost/VPAA.
- 4.4.12 Evaluation of deans: See DSU Policy 327: Staff Performance Evaluations.
- 4.4.13 Resignation or removal of deans: See DSU Policy 372: Corrective and Disciplinary Action

4.5 Associate/Assistant Deans and Executive Directors

- 4.5.1 Associate/Assistant Deans and Executive Directors assist with the leaderships and supervision of college functions and activities under the direction of the dean. Associate/Assistant Deans and Executive Directors

are assigned to the position by the dean following an approved search and in consultation with the Provost/VPAA.

4.5.2 Associate/Assistant Dean and Executive Director positions may be part-time or full-time administrative appointments. Associate/Assistant Deans and Executive Directors who are tenured shall retain their rank and tenure status during the term of appointment. Associate/Assistant Deans and Executive Directors who are appointed through an external search and who do not have tenure status, shall not be granted tenure status as a condition of employment, but may be eligible for tenure-track status.

4.6 Selection of Associate/Assistant Deans and Executive Directors

4.6.1 When a vacancy in an associate or assistant dean position occurs or when the dean, in consultation with the Provost/VPAA, determines there is a need to create a new.

4.6.2 Associate/Assistant Dean and Executive Director position, the dean will consult with the faculty in the academic units involved. A new associate or assistant position must be approved by the Provost/VPAA.

4.6.3 At the direction of the dean, a search committee shall be formed to conduct either an internal or external search, contingent on the availability of qualified applicants within the college and the availability of funds.

4.6.4 The search committee shall consist of the following members

4.6.4.1 A minimum of three faculty members, with at least one tenured faculty member from each of the academic departments or independent programs within the college.

4.6.4.2 One administrative representative from the college selected by the dean in consultation with the Provost/VPAA.

4.6.4.3 Multiple genders must be represented and a diversity advocate selected by the dean.

4.6.4.4 The dean shall select the search committee chair.

4.6.5 All members of the search committee shall have the right to vote, including the chair. The Search Committee shall follow University procedures for evaluating, screening, and interviewing candidates. The

Committee will normally recommend three unranked candidates to the dean for final selection.

4.6.6 Assistant/Associate Deans are assigned for terms of three complete academic years, and may be renewed for additional three year terms after a satisfactory evaluation.

4.7 Duties and Responsibilities of Associate/Assistant Deans and Executive Directors

4.7.1 In conjunction with the dean of the college, Associate/Assistant Deans and Executive Directors have the following responsibilities:

4.7.1.1 Assist the dean in the supervision of departments and/or programs within the college.

4.7.1.2 Provide support in student grievance and complaint issues.

4.7.1.3 In collaboration with the dean and Associate/Assistant Provosts, provide oversight and support for curriculum development and approval, course and program assessment, program annual reviews and implementation of university and college educational policies.

4.7.1.4 Perform supervisor evaluations of faculty in coordination with the dean of the college.

4.7.1.5 Coordinate and optimize short- and long-term class scheduling and room assignments for the college.

4.7.1.6 Oversee mentoring of probationary and part-time faculty.

4.7.1.7 Represent the college on committees and councils as directed by the dean or Provost/VPAA.

4.7.1.8 Assist the dean in other areas as requested.

4.8 Resignation or Removal of Associate/Assistant Deans and Executive Directors

4.8.1 To seek removal of an Associate/Assistant Dean or Executive Director from an assignment, two-thirds of the full-time, Tenure-Track faculty from that college must sign a petition to that effect. The petition should be delivered to the relevant dean and the Provost/VPAA.

- 4.8.1.1 The dean and the Provost/VPAA shall deliberate and may either accept the petition and remove the Associate/Assistant Dean or Executive Director from the assignment or reject the petition and retain the associate or assistant dean in the assignment.
- 4.8.1.2 The resignation or removal from the assignment as an Associate/Assistant Dean or Executive Director shall have no bearing or impact on future retention, rank, or tenure deliberations or decisions made by college or University Retention, Promotion, and Tenure Committees.
- 4.8.2 Administrative Removal: The dean, in consultation with the Provost/VPAA, may remove an individual from his/her Associate/Assistant Dean or Executive Director assignment based on annual evaluation or for other reasons that make continuation of the Associate/Assistant Dean or Executive Director in that administrative capacity detrimental to the college or the University.

4.9 Department Chairs

- 4.9.1 Department Chairs have part-time administrative assignments and are compensated according to Policy 643: Faculty Supplemental Compensation and Policy 635: Faculty Workload and Workload Model. Chairs are selected by the faculty of the department in conjunction with the dean.
- 4.9.2 Department Chairs are additional assignments, not positions. A faculty member with a position, rank, and tenure in a DSU academic department who accepts assignment as a department chair retains faculty status and rank during his/her assignment as chair, but no tenure is given for the position of Chair. Typically, department chairs are tenured faculty members. If a Tenure-Track faculty member in a DSU academic department accepts assignment as a Department Chair, s/he continues on the tenure-track during his/her assignment as Department Chair.
- 4.9.3 In some instances, a Department Chair must be selected from an external search. Department Chairs selected from an external search shall follow criteria procedures outlined in DSU Policy 641: Faculty Retention, Tenure, and Promotion for tenure and rank advancements. No tenure is given for a Department Chair assignment.

- 4.9.4 Department Chairs are assigned for terms of three complete academic years, and may be renewed for additional three year terms after a satisfactory evaluation and a majority vote of the faculty.
- 4.9.5 Evaluation of Department Chair by Faculty: A formative evaluation at the end of the first year of a three-year Department Chair term. Department faculty will anonymously evaluate their Department Chair.

4.10 Selection of Department Chairs

- 4.10.1 Prior to March 1 in the year a Department Chair is to be selected, the dean of the college in which the department is organizationally housed shall privately survey all the full-time, Tenure-Track faculty in the department to determine which members would be willing to serve as chair.
 - 4.10.1.1 If no full-time, Tenure-Track faculty member in the department is willing to serve as Department Chair, the dean of the college and the Provost/VPAA may reorganize or combine departments.
 - 4.10.1.2 If reorganization is not appropriate, the dean of the college and the Provost/VPAA may, at their discretion, conduct an external search for an individual to serve as Department Chair. In this case, the faculty approval procedures listed below are not mandated, but the term limits listed above will apply.
- 4.10.2 The dean shall, in consultation with the Provost/VPAA, select a slate of candidates from those full-time, Tenure-Track department faculty willing to serve as department chair. If only one candidate is proposed, an election shall still take place.
- 4.10.3 Prior to April 1 in the year a department chair will be selected, the dean shall conduct a secret ballot vote of the full-time, Tenure-Track department faculty on the slate of candidates.
 - 4.10.3.1 The candidate receiving the highest number of votes from the full-time, Tenure-Track department faculty and at least a simple majority of those votes will be assigned as department chair. If no candidate receives a simple majority, a second vote between the two candidates receiving the highest number of votes shall be taken.
 - 4.10.3.2 If a sole candidate does not receive a simple majority of votes, the dean shall meet with the full-time, Tenure-Track department

faculty, individually or in group(s), to discuss the unacceptability of the proposed department chair and attempt to reach consensus.

- 4.10.3.3 The dean and the Provost/VPAA will then decide whether to propose another candidate for Department Chair or assign the individual who had previously been voted on.

4.11 Responsibilities and Duties of Department Chairs

- 4.11.1 Teaching: Department Chairs retain their teaching assignment and should dedicate themselves to that primary function of their work with the same attention they had when teaching full-time, proportional to the teaching assignment.
- 4.11.2 Planning: Work with department faculty, coordinate planning and enhance the academic activities of the department, enjoining all department faculty to be involved in planning for such things as budget expenditures, curriculum growth and change, staffing, new programs, facilities, assessment, etc.
- 4.11.3 Oversee Curriculum: Represent the department, or designate a representative, at statewide "Majors Meetings" and other functions. Oversee annual curriculum assessment activities and analysis of the collected information.
- 4.11.4 Scheduling: Scheduling of courses and sections are the responsibility of the Program Coordinator/Director with approval of the Department Chair. In an absence of a program coordinator/director the Department Chair will schedule courses and sections.
- 4.11.5 Management: Oversee departmental budget by allocating resources and ensuring a balanced budget. Approve all purchases and expenditures. Submit and defend annual budget requests.
- 4.11.6 Supervision and Evaluation: In conjunction with the dean and/or associate/assistant deans, faculty with appropriate qualifications, mentor full-time faculty, evaluate staff, participate in supervisor evaluation of full-time faculty. Approves recommendations from hiring committees for faculty and staff employees. In the absence of Program Coordinator/Director, Department Chairs will be responsible for hiring, mentoring, and evaluating Part-Time Instructors.

- 4.11.7 Conflict Mediation and/or Resolution: Facilitate arbitration for disputes between faculty and students, faculty members, and faculty and administration for those disputes not requiring formal reporting to and intervention by university administration. Ensure appropriate application of university employment policies and the Student Rights and Responsibilities Code.
 - 4.11.8 Generate Program Proposals and Reviews: Prepare new program proposals for submission to University Curriculum Committee, assess program effectiveness through annual program and department reviews that meet the requirements in a timely manner.
 - 4.11.9 Serve as the Contact Person: Be available to students, other campus personnel and departments, and outside entities to provide authorizations, answers, information, and representation.
- 4.12 Resignation or Removal of Department Chair
- 4.12.1 Department Chairs who plan not to seek renewal of their assignment or who wish to resign before the end of their current term of assignment should inform the dean and the Provost/VPAA in writing no later than January 1 of the year in which they want their assignment to end (typically on June 30).
 - 4.12.2 To seek removal of a department chair from an assignment, two-thirds of the full-time, Tenure-Track faculty must sign a petition to that effect. The petition should be delivered to the relevant dean and the Provost/VPAA.
 - 4.12.2.1 The Dean and the Provost/VPAA shall deliberate and may either accept the petition and remove a Department Chair from the assignment or reject the petition and retain the Department Chair in the assignment.
 - 4.12.2.2 The resignation or removal from a department chair assignment shall have no bearing or impact on future retention, rank, or tenure deliberations or decisions made by college or University Retention, Promotion, and Tenure Committees.
 - 4.12.3 Administrative Removal: The dean, in consultation with the Provost/VPAA may remove an individual from his/her department chair assignment based on annual evaluation or for other reasons that make continuation of the department chair in that administrative capacity detrimental to the department or the University.

4.12.4 If a Department Chair resigns or is removed during his/her term, an interim department chair shall be appointed by the dean in consultation with the Provost/VPAA. At a maximum, the interim department chair shall serve until the next June 30, with a vote for department chair proceeding as outlined above.

4.13 Program Coordinators / Program Directors

4.13.1 Program Coordinators/Directors may or may not have a part-time administrative assignment. The department chair shall request approval from the dean and Provost/VPAA for a part-time administrative assignment and reassigned time as a Program Coordinator/Director. The amount will be determined according to Policy 643 Faculty Supplemental Compensation and Policy 635 Faculty Workload. Coordinators are supervised by the Department Chair, who is ultimately responsible for the administrative duties and performance of such programs, or an Associate/Assistant Dean or Executive Director if no department exists.

4.13.1.1 Additional compensation may be given for unique administrative duties, on a yearly or semester basis, at the discretion of the dean who has a specific amount of reassigned time or funds to use in these circumstances.

4.13.2 Program Coordinators/Director are additional assignments, not positions. A faculty member with a position, rank, and tenure in a DSU academic department who accepts assignment as a Program Coordinator/Director retains faculty status and rank during his/her assignment as Coordinator/Director, but no tenure is given for the position of Coordinator/Director. Program Coordinators/Directors may be Tenure-Track faculty. If a Tenure-Track faculty member in a DSU academic program accepts assignment as a Program Coordinator/Director, s/he continues on the Tenure-Track during his/her assignment as Program Coordinator/Director. No tenure is given for Program Coordinator/Director assignments.

4.13.3 Program Coordinators/Directors do not have term limits. Coordinators/Directors will serve until s/he resigns from the assignment or is removed by University administrators in conjunction with the Department Chair.

4.14 Selection of Program Coordinators/Directors

4.14.1 The dean shall oversee the selection process for Program Coordinators/Directors and have final approval. Coordinators/Directors may be assigned during the initial hiring, when a new program is created, or when a Coordinator/Director resigns or is removed.

4.14.1.1 If no full-time, Tenure-Track faculty member in the program is willing to serve as Program Coordinator/Director, the Department Chair, dean, and the Provost/VPAA may reorganize or combine programs.

4.14.1.2 If reorganization is not appropriate, the Dean and the Provost/VPAA may, at their discretion, conduct an external search for an individual to serve as Program Coordinator/Director.

4.14.2 If a Program Coordinator/Director is elected as Department Chair, the individual may retain his/her Coordinator/Director position and serve dual roles or appoint an interim Program Coordinator/Director.

4.14.2.1 When an individual serves dual roles as Department Chair and Program Coordinator/Director, the individual is only compensated for the Department Chair responsibilities.

4.15 Responsibilities and Duties of Program Coordinators/Directors

4.15.1 Program Coordinators/Directors will fulfill duties as delegated by and in collaboration with the Department Chair. The selection and duties will reflect any additional criteria required for program management and applicable specialized accreditations.

4.15.1.1 The title of Program Director is used for those individuals responsible for the administration of a professionally accredited academic program where the standards require the title of director with a specified amount of reassigned time.

4.15.2 Teaching: Program Coordinators/Directors have teaching assignments and should dedicate themselves to that primary function of their work with the same attention they had when teaching full-time, proportional to the teaching assignment.

4.15.3 Planning: Working with program faculty and in conjunction with the Department Chair, coordinate planning and enhance the academic activities of the program, enjoining all program faculty to be involved in

planning for such things as budget expenditures, curriculum growth and change, staffing, new programs, facilities, assessment, etc.

4.15.4 **Oversee Curriculum:** Approve and submit all curriculum changes to the Department Chair. Oversee annual curriculum assessment activities and analysis of the collected information.

4.15.4.1 In the absence of Program Coordinators/Directors, all departments and programs will have designated Assessment Coordinators.

4.15.5 **Scheduling:** Schedule and staff courses and sections within the program with the approval of the Department Chair.

4.15.6 **Supervision and Evaluation:** In conjunction with the Department Chair, hire Part-Time Instructor-Track faculty with appropriate qualifications, participate in supervisor evaluations of Part-Time Instructor-track faculty, ensuring appropriate application of relevant university policies.

4.15.7 **Conflict Mediation and/or Resolution:** First line of arbitration for disputes between faculty and students for those disputes not requiring formal reporting to and intervention by university administration. Ensure appropriate application of university employment policies and DSU Policy 552: Student Rights and Responsibilities.

4.15.8 **Generate Program Proposals and Reviews:** Prepare new program proposals for submission to University Curriculum Committee, assess program effectiveness through program reviews that meet the requirements in a timely manner.

4.15.9 **Serve as the Contact Person:** Be available to students, other campus personnel and departments, and outside entities to provide authorizations, answers, information, and representation.

4.16 Resignation or Removal of Program Coordinators/Directors

4.16.1 Program Coordinators/Directors who wish to resign should inform the relevant Department Chair, and college dean in writing no later than January 1 of the year in which they want their assignment to end (typically on June 30).

4.16.2 To seek removal of a Program Coordinator/Director from an assignment, two-thirds of the full-time, Tenure-Track faculty must sign

a petition to that effect. The petition should be delivered to the relevant dean and the Provost/VPAA.

4.16.2.1 The dean and the Provost/VPAA shall deliberate and may either accept the petition and remove a Program Coordinator/Director from the assignment or reject the petition and retain the program coordinator in the assignment.

4.16.2.2 The resignation or removal from a Program Coordinator/Director assignment shall have no bearing or impact on future retention, rank, or tenure deliberations or decisions made by college or University Retention, Tenure, and Promotion Committees

4.16.3 Administrative Removal

4.16.3.1 The college dean, in consultation with the Department Chair, may remove an individual from his/her Program Coordinator/Director assignment based on annual evaluation or for other reasons that make continuation of the program coordinator in that administrative capacity detrimental to the program, department or the university.

4.16.3.2 If a Program Coordinator/Director resigns or is removed during his/her term, an interim program coordinator shall be appointed by the Department Chair. At a maximum, the interim Department Chair shall serve until the next June 30, with an appointment for program coordinator proceeding as outlined above.

4.17 Institutes/Centers

4.17.1 A department, college, or the Provost/VPAA may establish a special or general function administrative unit for research, service, or administrative purpose upon approval of the DSU Board of Trustees and notification of the Utah State Board of Regents according to Regent Policy R401. These units are generally referred to as centers or institutes, but may also be designated as bureaus, forums, advisory councils, boards and councils.

4.17.2 These organizational units may be established and supervised by a department chair, dean, or the Provost/VPAA or designee.

V. References

- 5.1 DSU Policy 305: Hiring
- 5.2 DSU Policy 327: Staff Performance Evaluations
- 5.3 DSU Policy 372: Corrective and Disciplinary Action
- 5.4 DSU Policy 631: Faculty Categories
- 5.5 DSU Policy 635: Faculty Workload
- 5.6 DSU Policy 641: Faculty Retention, Tenure, and Promotion
- 5.7 DSU Policy 643: Faculty Supplemental Compensation
- 5.8 Utah Board of Regents Policy R401

VI. Procedures

- 6.1 According to Policy R401, the Utah State Board of Regents shall be notified about the establishment of any administrative unit such as a college, division, center/institute, or department.
- 6.2 Before notification to the Board of Regents, the establishment of an administrative unit shall have the approval of the Dixie State University Board of Trustees and DSU University Council.

VII. Addenda

- 7.1 Academic Administrative Structure Organizational Chart.

Policy Owner: Provost/Vice President of Academic Affairs
Policy Steward: Faculty Senate

History:

Approved 10/27/95

Revised 03/21/11

Revised 04/19/19