



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### HSCEP OP: 10.14, **Appointments to Academic Administrative Positions**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to define the responsibilities and promote understanding of the Deans, Associate Deans, Assistant Deans, and Department Chairpersons.

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

### **POLICY/PROCEDURE:**

#### **1. Authority.**

- a. Pursuant to HSCEP OP 01.05, ***Delegation of Authority by the Chancellor***, the Chancellor delegates to the President of TTUHSCEP the authority of Chief Executive Officer of TTUHSCEP, which includes the authority to manage, supervise and direct the areas and activities of the institution. As chief academic and operating officer, the President's responsibilities include, but are not limited to, supervising the Deans of the Schools of Paul L. Foster SOM, Gayle Greve Hunt SON, the Graduate School of Biomedical Sciences, as well as 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. The Chancellor delegates to the President of TTUHSCEP the authority to appoint personnel and fix salary and compensation. However, appointments and adjustments to the salaries of Executive Vice Presidents, Vice Presidents and Deans of the health professional schools 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 HSCEP 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 TTUHSCEP *Regents' Rules*, TTUHSCEP Operating Policies and Procedures, the Legislative Appropriations Bill, as well as state and federal laws.

#### **2. Deans.**

- a. **Appointments.** The President initiates searches for and appointments of Deans. Appointments are based upon various criteria including, but not limited to, demonstrated

leadership qualities, 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 TTUHSCEP. Additional 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 President. 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, developing and periodically reviewing policies, and implementing TTUHSCEP's diversity goals.

Deans have the administrative responsibility to manage resource allocation and personnel, and develop and implement programs as needed. Deans represent the respective Schools within TTUHSCEP, 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 President of TTUHSCEP, to whom they report, and shall serve as members of the President's Executive Committee.

### 3. **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. 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 to whom they report.

### 4. **Department Chairpersons.**

- a. **Appointments.** Searches for and appointments of Chairpersons are initiated by the Deans of the respective Schools. 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. 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 to whom they report.