



# 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 TTU System Board of Regents Rule 2.04.1, the President of TTUHSC El Paso is the Chief Executive Officer of TTUHSC El Paso and has 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, Woody L. Hunt SODM, 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. Pursuant to TTU System Board of Regents Rule 2.03.8, the President of TTUHSC El Paso has 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 TTU System *Regents' Rules*, TTU System Regulations TTUHSC El Paso Operating Policies and Procedures, the Legislative Appropriations Bill, as well as state and federal laws.

#### **2. Provost and Chief Academic Officer.**

- a. **Appointments.** The President initiates the search for and appointment of the Provost and Chief Academic Officer. The appointment is based upon various criteria including, but not limited to, demonstrated leadership qualities, alignment with TTUHSC El Paso values, requisite administrative experience, earned doctorate, experience in an academic

environment, and record of scholarly achievement sufficient to qualify for tenured rank within TTUHSC El Paso. This position does not carry tenure, and insofar as his/her administrative duties apply, the individual serves at the discretion of the President. Administrative positions may be terminated without cause at any time.

- b. **Responsibilities.** The Provost serves as TTUHSC El Paso's chief academic officer overseeing institution-wide academic functions, programs and policies. The Provost is an advocate for all academic programs, supervises the Deans of the Schools of Medicine, Nursing, Dental, and the Graduate School of Biomedical Sciences, as well as provides leadership to Deans, faculty and academic staff to ensure consistent quality standards in curriculum and programs that meet the needs of students. The Office of the Provost works in concert with the President, Deans, Department Chairs, faculty, staff, students, and TTUHSC El Paso governance representatives to fulfill its administrative and institutional responsibilities for academic affairs, student affairs, and Title IX activities at TTUHSC El Paso. The Provost ensures compliance with various accreditation agencies as well as state accreditation and regulation. In addition, the Office of the Provost works closely with executive leadership in strategic planning. The Provost shall have annual performance conferences with the President of TTUHSC El Paso, to whom he/she reports, and shall serve as a member of the President's Executive Committee.

### 3. **Vice Provost, Associate Provost, Assistant Provost.**

- a. **Appointments. The President delegates authority to the Provost to initiate** searches for and appointments of Vice Provost, Associate Provosts and Assistant Provosts. Appointment requirements, duties and responsibilities shall apply to administrative positions in accordance with the Office of the Provost needs.
- b. **Responsibilities.** Vice Provost, Associate Provosts and Assistant Provosts assist in the administrative work of the Office of the Provost and perform duties as assigned. The Vice Provost, Associate Provosts and Assistant Provosts shall have annual performance conferences with the Provost, to whom they report

### 4. **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 TTUHSC El Paso. 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 TTUHSC El Paso's 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 TTUHSC El Paso, 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 TTUHSC El Paso, to whom they report, and shall serve as members of the President's Executive Committee.

5. **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.

6. **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.