

## 12.99.99.R0.07 Assistant/Associate Dean Internal Search and Appointment

Approved August 6, 2012  
Revised May 29, 2024  
Next Scheduled Review: May 29, 2029



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### Procedure Summary

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Texas A&M University-Commerce provides equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law and strives to achieve full and equal employment opportunity throughout the system.

The institutional procedures for implementing internal searches for assistant and associate deans at A&M-Commerce reaffirms the university's commitment to equal employment opportunity and transparency to all members employed at A&M-Commerce.

Although the purpose of this procedure is to define the internal search process for assistant/associate deans, external searches can be conducted at the discretion of the college dean with the approval of the provost and president. In the event of an external search, current faculty are encouraged to apply.

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### Procedures and Responsibilities

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#### 1 GENERAL

- 1.1 Shared governance cannot exist in the absence of mutual trust. Broad faculty participation in the process will enhance the institution's reputation, aid in recruiting the best faculty and administrators, promote a positive relationship between the faculty and the university administration, and ensure that all levels of the university function effectively. While the appointment and retention decisions for assistant/associate deans is vested in the college dean with approval from the provost and vice president for academic affairs and should consider the view of other stakeholders, the principle of shared governance in the academy requires that the faculty of the departments in their college play an essential role in the selection of its college assistant and/or associate dean(s).
- 1.2 Searches will utilize the University Procedure *33.99.01.R0.01 Employment Practices* for each search and the committee must meet with a representative from Human Resources prior to the start of the review process.

1.3 If necessary, the dean may appoint an ad-interim assistant/associate dean, for no more than 12 months.

## 2 VACANCY

2.1 When a vacancy occurs or is imminent, a detailed job description should be reviewed and changes made if necessary. If a job description is not available, one must be created following university procedures in establishing job descriptions. Job descriptions must provide for a definite difference between assistant and associate dean responsibilities. An internal search cannot proceed without a current and relevant job description.

2.2 Once the job description is finalized and receives approval, it will be posted on the internal website, Workday, for a minimum of 5 days. All applicants are expected to attach all necessary documents to their application using the internal website.

2.3 Application packets will be submitted online similar to external searches. Minimum criteria required as part of the application packet includes: application, cover letter, curriculum vitae, and official transcripts of graduate work if not already in their personnel file. Other documents can be required as part of the application packet at the discretion of the dean and must be submitted online. Documents not submitted online will not be considered for evaluation.

## 3 SEARCH COMMITTEE

3.1 The size and precise makeup of the search committee will vary according to circumstances, but a majority of the members shall be faculty members from the college with the balance of the committee broadly representing the college's constituencies. At a minimum, the dean should establish a committee with at least one representative from each department in the college but no less than three committee members. The dean should identify administrative support to assist in the coordination of the search.

3.2 The search committee shall take into account the rights of the applicant and the Texas Public Information Act, Chapter 552, Texas Government Code. The search committee shall only review the materials submitted in their application packet available for examination.

3.3 If one or more internal candidate is interested after posting the position for a minimum of 5 days, the ranking of applicants will follow the defined University Procedure *33.99.01.R0.01 Employment Practices*.

3.4 The search committee shall disclose no other information and anyone involved in the search process should keep all discussions of the committee work confidential for an indefinite period.

3.5 After the search process has been completed, but before a verbal offer is made, Human Resources will be informed and a recommendation will be made to the dean and provost. Upon provost approval, a verbal offer may be made to the finalist. Once all signatures have been obtained on the Compliance Checklist, the assistant/associate dean will be provided a formal letter of

appointment along with a list of responsibilities and duties. Any information that is obtained during the process is subject to disclosure under the Texas Public Information Act.

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## **Related Statutes, Policies, or Requirements**

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[Texas Public Information Act, Chapter 552, Texas Government Code](#)

System Policy [08.01 Civil Rights Protections and Compliance](#)

System Regulation [08.01.01 Civil Rights Compliance](#)

University Rule [08.01.01.R1 Civil Rights Compliance](#)

System Regulation [33.99.01 Employment Practices](#)

University Procedure [33.99.01.R0.01 Employment Practices](#)

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## **Definitions**

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**Faculty** means any full-time or part-time employee of A&M-Commerce with an appointment as instructor, assistant professor, associate professor, professor, an adjunct instructor, a lecturer, a senior lecturer, clinical and professional track faculty at any rank;

**Applicants** means those individuals who submit an application and required documentation for employment consideration;

**Candidates** means only those applicants recommended by the internal search committee for final consideration and selection; and

**Finalist** will be the dean's selection, with recommendation from the internal search committee with the approval of the provost and vice president for academic affairs, for placement as an assistant or associate dean.

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## **Contact Office**

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