FACULTY SENATE             SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-41

Approved by the Faculty Senate
December 10, 2014

BRIEF SUMMARY:  This bill specifies the procedure portion of the existing Faculty Handbook section on The College Dean: Role, Responsibility, and Review (Chapter 1, Section F8).

REVISING “THE COLLEGE DEAN: ROLE, RESPONSIBILITY, AND REVIEW” TO ESTABLISH A PROCEDURE SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policies” section, Chapter 1, Section F8 of the Faculty Handbook be amended by replacing the existing content with the following “procedure” section (with the companion “policies” to proceed it in the Handbook):

The College Dean: Role, Responsibility, and Review - Procedure Section

Specific Duties of the Dean

The following listing is representative but not all-inclusive:

Resource Allocation
- Coordinates the planning process and makes recommendations to higher administrative levels concerning equipment, space, operations, and personnel needs.
- Administers the resources allocated to the college. Supervises faculty development expenditures in the college. Coordinates the use of physical space in the college.

Personnel Actions
- Organizes and presides over college promotion proceedings and makes appropriate recommendations to the Provost.
- Coordinates tenure procedures and makes appropriate recommendations to the Provost.
- Assists in recruiting faculty and provides recommendations for and approval of appointments.
- Certifies proper credentialing of faculty.
- Administers instruments of chairperson evaluation and coordinates evaluation of probationary faculty.

Teaching and Research
- Assists in the development and maintenance of a quality curriculum.
• Provides academic leadership by encouraging and promoting new ideas.
• Encourages worthwhile research projects of the faculty and helps secure support for them.
• Fosters and encourages teaching effectiveness and faculty development activity.
• Encourages, where appropriate, development of interdisciplinary efforts.

Communication
• Facilitates communication flow within the college.
• Facilitates communication flow into and out of the college to other administrative units.
• Mediates conflicts among college departments when the differences are not resolved at the departmental level.
• Interprets the work of the college to constituencies outside the University.
• Presides, in an appellate capacity, over student academic problems not resolved at the departmental level.

Review Process for the Dean
For both periodic and extraordinary reviews of the dean, these procedures will be followed:
1. At the initiation of the review cycle, the Provost will submit to all full-time faculty in the college a letter outlining the process to be followed.
2. At the same time, the Provost will provide College Council members with a copy of the review instrument. In consultation with the Provost, the College Council may construct up to five additional items for the instrument. The council will have at least one month in which to submit the additional items.
3. Upon receipt of additional items, the Provost will submit to the full-time faculty a copy of the review instrument. Individual faculty members will have at least two weeks to complete and return the instrument to the Office of the Provost at their convenience.
4. Additional information from the faculty may be solicited through other appropriate means. Upon a majority request of the faculty in a department, as indicated on the review instrument, the Provost will meet with members of the department.
5. Concurrent with the solicitation of faculty response, the Provost will collect information from the chairpersons in the college, the other deans, and other individuals within and outside the college. Information from chairpersons will be obtained through the review instrument and other appropriate means; information from the other deans and other individuals will be collected through the review instrument and/or other appropriate means.
6. Within a month after all information has been collected, the Provost will summarize the information and draft a letter to the dean. The summary will include the following:
   a. A tabulation of responses from the review instrument.
   b. A listing of the strengths and improvement areas enumerated at the end of the instrument, categorized according to chairpersons and faculty.
   c. A summary of information gathered from other sources.
7. Following submission of the summary report to the dean, the Provost will meet with the dean to discuss the report. The dean will have an opportunity to respond to all parts of the report.

8. After due deliberation, the Provost will meet with the college faculty concerning the outcome of the review.

9. The Provost will submit to the President a final recommendation, along with a summary document including the information described in Step 6 above and the dean's response; as indicated in Step 7.

Search Process of the Dean

Upon the establishment of a search committee, the following steps should be followed:

1. The search is open to outside applicants as well as applicants from within the University. The search committee is responsible for preparing a position description which, with the authorization of the Provost, governs the screening and recommending of candidates and; ultimately, the appointment.

2. All finalists normally are invited to spend two full days on campus so that they and the appropriate segments of the University community have adequate time to assess each other. The search committee sets the interview schedule, but it should include extensive meetings with the search committee, chairpersons of departments in the college, faculty members from within the college, the deans of other colleges, the Provost, and the President of the University.

3. After conducting finalists' interviews, the search committee will approve and provide the Provost with a memo, with copies to each member of the search committee, that outlines each candidate’s potential for further consideration in the search process. The memo should include a summary of each candidate’s strengths and challenges relative to the position and his/her potential for consideration. The “potential for further consideration” could be phrased using such terms as “Strongly Consider”, “Consider”, “Undecided”, “Hesitant to Consider”, “Do Not Consider”.

4. The Provost forwards to the President of the University the names and supporting materials of all candidates recommended by the search committee and includes his/her own recommendations on the candidates. The President negotiates an appointment with a recommended candidate and recommends the appointee to the Board of Regents for confirmation.
Introduction to Senate | Date
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Introduced to Senate | 11/12/14
Second Senate Meeting | 12/10/14
Faculty Senate Vote | 12/10/14
President's Review | |
15 Day Review | |
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