



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 02.23: Provost and Vice President for Academic Affairs

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: President
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: 05/01/2024

I. Policy Statement

The Provost and Vice President for Academic Affairs (“Provost”) at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University System (“System” or “TTUS”), is the chief academic officer of the institution. The Provost is appointed by the President, subject to input from the TTUS Chancellor, and reports to the President and serves as a key member of the University’s senior leadership team and President’s Cabinet. The Provost is the second ranking officer of the institution and, in the absence or incapacity of the President, shall assume the duties and responsibilities of the office.

II. Reason for Policy

This policy describes the general duties and responsibilities of the Provost and Vice President for Academic Affairs.

III. Application of Policy

This policy applies to all personnel reporting to the Provost and Vice President for Academic Affairs.

IV. Definitions

Not applicable.

V. Procedures and Responsibilities

The area of the Provost and Vice President for Academic Affairs is composed of six academic colleges, Dr. Billie Doris McAda Graduate School, the Moffett Library, Academic Outreach and Distance Education, the Redwine Honors Program, the Wichita

Falls Museum of Art at Midwestern State University, and the Associate Vice President for Academic Affairs.

A. Purpose

The purpose of the Provost and Vice President for Academic Affairs Office is to provide a liberal education from a quality program of specialized study in order to equip a student for his/her chosen profession or vocation. This is to be accomplished through continuous study of the curricula; encouraging research; developing class schedules; studying instructional methods for improvement; maintaining library services; procuring instructional personnel; and providing community service through the resources of the academic programs.

B. Academic Deans

Deans of Colleges

1. Appointment

The appointment, termination or reassignment of deans shall be determined by the President in accordance with TTUS [Regents' Rules 02.03.3](#). Deans are responsible to the Provost and Vice President for Academic Affairs. Deans will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. Deans will hold a terminal degree in an appropriate discipline. They will teach nine semester hours in a twelve-month period. Each dean may request additional reduced load for him/herself, academic department chairs, and other faculty having administrative responsibilities in the college. Any such request should meet the guidelines embodied in the University's teaching load policy. See OP 06.17: Faculty Workload (Teaching Load Policy).

2. Responsibilities

The dean of a college is responsible for its overall operation. Specific duties/responsibilities of the dean include but are not limited to:

a. Assessment and Planning

- i. Ensuring the continual assessment and development of programs within the college, including the establishment of learning goals and operational goals
- ii. Directing the overall strategic planning for the college, and consulting with Chairs and faculty to expedite planning within the departments
- iii. Ensuring college compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the college and its departments
- iv. Overseeing the development and approval of curricula within the college and presenting proposed changes to the Academic Council for consideration

- v. Monitoring components of the Academic Core curriculum housed in the college; contributing help and advice in administering, assessing, revising, and developing the Core
 - vi. Monitoring and implementing university policies and procedures and conveying policy concerns or proposals to the Academic Council and Provost and Vice President for Academic Affairs
- b. Faculty Performance and Development
- i. Reviewing Annual Personal Reports of the Department Chairs, and maintaining official files of all faculty performance reviews within the college
 - ii. Ensuring that tenure-track faculty in the college undergo a formal third-year review
 - iii. Maintaining the College's Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the guidelines are compatible with the University's criteria for tenure and promotion
 - iv. Evaluating applications for tenure and promotion, and writing recommendations
 - v. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
 - vi. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the faculty of the college
 - vii. Working with Department Chairs, faculty, the Provost and Vice President for Academic Affairs, and the Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- c. Budget and Finance
- i. Developing and managing the college's operating budgets
 - ii. Consulting with Department Chairs to develop departmental budgets
 - iii. Making budget and salary recommendations to the Provost and Vice President for Academic Affairs
 - iv. Working with the Department Chairs, faculty, and staff to identify facility and equipment needs and making recommendations for capital purchases to the Provost and Vice President for Academic Affairs
 - v. Establishing and directing a process for planning the use of endowment monies available to the college
- d. Promotion
- i. Working with the Vice President for University Advancement and Public Affairs to foster fund-raising for the college
 - ii. Promoting the college, assisting Department Chairs and faculty in recruiting students, and helping students succeed

- iii. Representing the college on and off campus
- iv. Overseeing the maintenance and updating of the college's published promotional materials, including its web site
- e. Human Relations and Conflict Management
 - i. Fostering diversity at all levels of the college and across the university
 - ii. Cultivating inter-disciplinary cooperation and endeavors within the college and among colleges
 - iii. Fostering communication, cooperation, civility, and rapport among students, faculty, and staff
 - iv. Serving as advisor to the Provost and Vice President for Academic Affairs.
 - v. Fostering a climate within the college that encourages the free exchange of ideas and allows for the airing of differences of opinion
 - vi. Working to resolve disputes within the college
 - vii. Hearing and helping resolve student complaints not resolved at the departmental level
 - viii. Hearing and helping resolve faculty and staff complaints not resolved at the departmental level
 - ix. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances
- f. Routine Responsibilities
 - i. Seeking to grow as an academic by teaching and by pursuing scholarship, creative activity, and/or professional development
 - ii. Serving as a spokesperson for the college and as a liaison between faculty and administration
 - iii. Serving on the Academic Council and the Teacher Education Committee
 - iv. Regularly convening, chairing, and consulting with, the College Council
 - v. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - vi. Working with Department Chairs and other Deans to coordinate course and room scheduling
 - vii. Monitoring course enrollments and faculty loads in the college
 - viii. Establishing advisement procedures within the college that ensure effective academic, personal, and career counseling for students
 - ix. Establishing operational policies and procedures for the college, and ensuring that they are compatible with the University's policies and procedures
 - x. Establishing college committees as necessary

- xi. Keeping faculty, staff, and students of the college informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
- xii. Making recommendations or holding elections, as appropriate, to fill positions on college and university committees
- xiii. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs

3. Academic Department Chairs

a. Appointment

Academic department chairs are appointed by the dean of the respective college. Appointments require the approval of the Provost and Vice President for Academic Affairs and the President. Chairs are responsible to the respective college dean for the operation of their departments. Academic department chairs are full-time faculty members who possess a terminal degree in their discipline. Any exception must be approved by the Provost and Vice President for Academic Affairs and the President. Department chairs work on a standard faculty contract but will be given load credit of up to three hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost and Vice President for Academic Affairs. In justifiable cases, additional load credit for chairs may be requested by the dean of the college.

b. Responsibilities

The academic department chair is responsible for the overall operation of the respective department. Specific duties/responsibilities of the department chair include but are not limited to:

(1) Assessment and Planning

- i. Ensuring the continual assessment and development of the departmental program, including the establishment of learning goals and operational goals
- ii. Directing the strategic planning for the department, and consulting with the Dean and departmental faculty to expedite planning
- iii. Ensuring departmental compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the department
- iv. Working with the departmental faculty to develop the curriculum and presenting proposed changes to the Dean for consideration by the College Council
- v. Monitoring components of the Academic Core housed in the department; contributing help and advice in administering, assessing, revising, or developing the Core

- vi. Monitoring and implementing university and college policies and procedures, and conveying policy concerns or proposals to the Dean
- (2) Faculty Performance and Development
- i. Reviewing Annual Personal Reports of the departmental faculty
 - ii. Conducting a formal third-year review of tenure-track faculty in the department
 - iii. Maintaining the Department's Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the departmental guidelines are compatible with the college guidelines and with the University's criteria for tenure and promotion
 - iv. Evaluating applications for tenure and promotion, and writing recommendations
 - v. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
 - vi. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the departmental faculty
 - v. Working with the faculty, Dean, Provost and Vice President for Academic Affairs, and Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- (3) Budget and Finance
- i. Developing and managing the department's operating budgets
 - ii. Making budget and salary recommendations to the Dean
 - iii. Working with the departmental faculty and staff to identify facility and equipment needs and making recommendations for capital purchases to the Dean
 - iv. Working with the Dean and the departmental faculty to plan the use of endowment monies available to the department
- (4) Promotion
- i. Working with the Dean and the Vice President for University Advancement and Public Affairs to foster fund-raising for the department
 - ii. Promoting the department, recruiting students, engaging departmental faculty in student recruitment, and helping students succeed
 - iii. Representing the department on and off campus
 - iv. Overseeing the maintenance and updating of the department's published promotional materials, including its web site
- (5) Human Relations and Conflict Management

- i. Fostering diversity within the department, and helping promote diversity throughout the college and across the University
 - ii. Cultivating inter-disciplinary cooperation and endeavors among the college's departments and with departments in other colleges
 - iii. Fostering communication, cooperation, civility, and rapport among the department's students, faculty, and staff; with the college's other Department Chairs; and with the College Dean
 - iv. Fostering a climate within the department that encourages the free exchange of ideas and allows for the airing of differences of opinion
 - v. Working to resolve disputes within the department
 - vi. Hearing and helping resolve student complaints at the departmental level
 - vii. Hearing and helping resolve faculty and staff complaints at the departmental level
 - vi. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievance.
- (6) Routine Responsibilities
- i. Seeking to grow as an academic by effectively fulfilling teaching obligations in the department and by pursuing scholarship, creative activity, and/or professional development
 - ii. Serving as a spokesperson for the department and as a liaison between the departmental faculty and the College Dean
 - iii. Serving on the College Council
 - iv. Meeting and consulting regularly with the departmental faculty
 - v. Meeting and consulting regularly with the Dean to address problems, bring recommendations, and expedite planning
 - vi. Keeping faculty, staff, and students of the department informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - vii. Working with departmental faculty, other Department Chairs, and the Dean to plan course and room scheduling
 - viii. Monitoring course enrollments and faculty loads in the department
 - ix. Establishing advisement procedures within the department that ensure effective academic, personal, and career counseling for students
 - x. Establishing operational policies and procedures for the department, and ensuring that they are compatible with college and university policies and procedures
 - xii. Establishing departmental committees as necessary
 - xiii. Making appointments or holding elections, as appropriate, to fill positions on departmental committees

- xiv. Being available during the summer months to help with planning and problem solving
- xv. Performing other duties and meeting other responsibilities assigned by the Dean.

Dean of the Graduate School

1. Appointment

The Dean of the Graduate School is appointed by the President of the University who will consult with the Provost and Vice President for Academic Affairs. He or she is responsible to the Provost and Vice President for Academic Affairs, will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. The Dean will hold a terminal degree in an appropriate discipline. The Dean will teach nine semester hours in a twelve-month period and may request additional reduced load for him/herself.

2. Responsibilities

a. Supervision and Coordination

- i. Supervising the staff of the Graduate Office including the Assistant to the Dean and the Assistant Director of Graduate Admissions; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- ii. Approval of Graduate Program Coordinators: Each dean will nominate Graduate Program Coordinators needed for the programs in that college. The nomination is subject to approval by the Graduate Dean and should be made in consultation with the faculty who teach in that program.
- iii. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty
- iv. Working with Graduate Program Coordinators, Department Chairs, and Deans to coordinate recruiting initiatives, assemble a diverse pool of qualified applicants for graduate programs, and demonstrate a service-oriented philosophy
- v. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations
- vi. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals
- vii. Directing the Office of Sponsored Programs and Research and, in that capacity, coordinating the University's pre- and post-award support of grants and contracts
- viii. Serving as the university's designated representative to the Texas Higher Education Coordinating Board and, in that capacity, submitting reports to the THECB concerning the research productivity of MSU faculty

- ix. Directing the Lifelong Learning Center and Center for Continuing Education.
- x. Directing the Teaching and Learning Resource Center.
- b. Assessment and Planning
 - i. Helping ensure the continual assessment and development of graduate programs
 - ii. Helping ensure graduate-program compliance with the standards of the Southern Association of Colleges and Schools Commission on Colleges and with the standards of other organizations that are incumbent on graduate programs
 - iii. Working with academic officers and faculty engaged in accreditation efforts for graduate programs
 - iv. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives
 - v. Working with the Graduate Council, Graduate Program Coordinators, Deans, and Department Chairs to consider curricular revisions or innovations and to present proposed changes to the Provost and Vice President for Academic Affairs for consideration by the Academic Council
- c. Policy Development, Implementation, and Interpretation
 - i. Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council
 - ii. Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies
 - iii. Working with the Graduate Council to establish and maintain standards, policies, and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded degrees
 - iv. Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty
 - v. Keeping the Provost and Vice President for Academic Affairs informed of graduate program and policy concerns
- d. Promotion
 - i. Representing Midwestern State University at meetings concerning graduate education
 - ii. Working with appropriate University personnel in encouraging community and state support for graduate programs
 - iii. Working with the Assistant Director of Graduate Admissions to attract qualified, promising graduate students
 - iv. Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members
 - v. Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications

- e. Budget and Finance
 - i. Preparing and administering the Graduate School, Office of Sponsored Programs and Research, Lifelong Learning Center, Center for Continuing Education, and Teaching and Learning Resource Center budgets and making budget recommendations to the Provost and Vice President for Academic Affairs
 - ii. Serving as a resource person for budget, space, and personnel decisions affecting graduate education
 - iii. Recommending funding for graduate assistantships and scholarships, coordinating the allocation of these assistantships and scholarships to the colleges, and monitoring the administration of graduate assistantship funds and appointments
- f. Routine Responsibilities
 - i. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - ii. Working with the Deans to promote faculty and student scholarship and research
 - iii. Keeping administrators, faculty, staff, and students informed of graduate policy and program concerns by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - iv. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs

3. Graduate Coordinators

a. Duties

Graduate coordinators are full-time faculty members who are appointed in the academic supervisory role for select graduate programs. They serve as administrative associates to Department Chairs or Deans and provide leadership of the graduate programs and direction over student programs in order to give them the opportunity to excel in advanced studies.

b. Appointment and Teaching Load

The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. The Graduate Dean will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

C. Moffett Library

The Moffett Library will serve as the University reference source and will also provide assistance to university alumni and area residents as well as faculty and students. The University Librarian is directly responsible to the Provost and Vice President for Academic Affairs for the administration of the University library. The

University Librarian will prepare the library budget and submit to the Provost and Vice President for Academic Affairs; administer the library budget; recommend the appointment, promotion, or termination of appointment of all library personnel; assign and supervise their work; and review all purchase requisitions for library materials from funds allocated to educational units within the University.

D. Academic Outreach and Distance Education

The Director of Academic Outreach and Distance Education is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the University's distance learning programs, and compliance issues regarding State Authorization, Federal Regulation Chapter 34, 600.9(c). Responsible for coordinating mutually beneficial articulation agreements and memorandums of understanding (MOU) with community colleges, universities, and other potential academic partners. Prepares reports to applicable agencies concerning compliance with regulations and contractual agreements involving areas of responsibility. Supervises staff and manages the budgets of DE and academic outreach and assists in all areas of the University as assigned.

E. Redwine Honors Program

The Director of the Redwine Honors program is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the Redwine Honors program. The director will periodically assesses student standing and make decisions regarding student progress and continuation in the program. He/she will be responsible for program assessment and evaluation. He/she will develop strategies for enhancing student opportunities for internships, undergraduate research, study abroad, and other academic opportunities.

F. Wichita Falls Museum of Art at Midwestern State University

The Director of the Wichita Falls Museum of art at Midwestern State University is directly responsible to the Provost and Vice President for Academic Affairs and responsible for the overall coordination and administration of the Museum. The Museum Director is responsible for the management and operations of the Museum of Art at Midwestern State University. The Director coordinates museum initiatives with the University; cultivates support and fundraising initiatives; and has oversight of strategic and long-range planning for the mission of the Museum as developed in collaboration with the Museum Advisory Board and the Provost.

G. Associate Vice President for Academic Affairs

The Associate Vice President for Academic Affairs is responsible for assisting the Provost and Vice- President for Academic Affairs in planning, developing, facilitating, evaluating and refining undergraduate academic programs and curricula. The Associate Vice President supervises the Student Support Services, Office of Undergraduate Research, Tutoring and Academic Support Programs, and the University Writing Program.

H. University Colleges

1. *Dillard College of Business Administration*

The mission of the Dillard College is to graduate students ready to succeed

professionally in a dynamic environment. The Dillard College also provides specialized services that fuel the economic development and empowerment of our region and beyond. The University's Liberal Arts tradition establishes a strong foundation upon which Dillard College's commitment to professional, high quality business education is built. Our academic programs reflect a strong commitment to a tradition of excellence. The College's global perspective is illustrated by the curricular opportunities as well as the cultural and geographical diversity of our students and faculty. This diverse environment fosters the multicultural and sustainable perspectives critical to success in the dynamic global market. The culture of Dillard College is characterized by meaningful interaction between students and faculty amid continuous improvement in teaching excellence. Faculty research in applied, pedagogical, and basic traditions further strengthens the educational experience.

2. *Gordon T. and Ellen West College of Education*

The purpose of the Gordon T. and Ellen West College of Education is to provide high-quality, research-based, undergraduate and graduate programs of instruction in each of the areas included in the college as well as coordinate the campus components in teacher education. The college prepares professional educators, and counselors for successful careers in elementary and secondary schools, business, allied health, industry, government and higher education institutions. Programs in education and kinesiology provide learning opportunities through organized classes and field experiences, internships, or practica. Students are prepared to use current technology and to work with a diverse population.

3. *Lamar D. Fain College of Fine Arts*

The primary purpose of the Lamar D. Fain College of Fine Arts is to equip students with the knowledge and skills necessary to pursue a career in art, mass communication, music, or theatre. To accomplish this purpose, stress is placed on applying classroom learning to process and performance. The college prides itself on ensuring that its students do what they study: in its art studios, in its newspaper and television laboratories, and in its concerts, recitals, and dramatic productions. Besides providing knowledge and training that will qualify students for jobs, graduate study or professional school, the college endeavors to help students develop aesthetic sensibility, cultural awareness and social responsibility. Not only are students taught to create within their disciplines, but they are challenged to evaluate the quality of what they have created, to assess the effect of their creations on the wider culture, and to aspire to professionalism and excellence. The goal is to empower students to use their talents to enrich and advance society. Thus, the Fain College of Fine Arts adopts a twofold mission designed to produce graduates who are both competent professionals, and sensitive, reliable, constructive citizens.

4. *Robert D. and Carol Gunn College of Health Sciences and Human Services*

The Robert D. & Carol Gunn College of Health Sciences and Human Services includes undergraduate study in athletic training, exercise physiology, criminal justice, dental hygiene, nursing, radiologic sciences, respiratory care, and social work and graduate programs in criminal justice, exercise physiology, nursing,

radiologic sciences, and health service administration. There are also degree programs designed specifically for working radiographers, registered nurses, and respiratory therapists and a certification course in health service administration. The mission of the college is to prepare students to successfully function in their chosen professions within the rapidly changing health care and human services environments. All programs are based upon a comprehensive liberal arts and sciences foundation and include both clinical and didactic learning opportunities in the courses of the major. Graduates of the athletic training, dental hygiene, nursing, respiratory care, radiologic sciences, and social work programs are eligible for licensure or certification in their discipline.

5. *Prothro-Yeager College of Humanities and Social Sciences*

The purpose of the Prothro-Yeager College of Humanities and Social Sciences is threefold. First, the college provides for students throughout the University a broadly based liberal arts curriculum designed to empower them with the fundamental language and communication skills as well as the critical thinking skills necessary for a lifetime of learning and achievement. Secondly, the college offers general education courses in the modern languages, literature, history, philosophy, humanities, political science, sociology, and psychology which provide a foundation of knowledge necessary in the development of those cultural and aesthetic values that enrich the individual and are essential for a meaningful and productive life. Lastly, the college affords preparation for careers in teaching and a wide range of further graduate and professional studies in fields such as English, history, political science, psychology, the law, the ministry, library science, museum management, and public administration.

6. *McCoy College of Science, Mathematics, and Engineering*

The mission of the McCoy College of Science, Mathematics and Engineering is to provide students with knowledge and skills for life-long learning, to help them understand the world in which they live, and to apply engineering, mathematical, and scientific advancements for the benefit of future generations. The McCoy College of Science, Mathematics and Engineering seeks to cultivate high quality teaching, research and scholarship to create new knowledge of the world and connect to STEM initiatives in the local, state and international communities. The six academic departments provide broad coverage of STEM and include biology, chemistry and physics, computer science, Kimbell School of Geosciences, mathematics, and the McCoy School of Engineering. The college also supports pre-professional tracks in pre-medicine, pre-dentistry, pre-veterinary, pre-pharmacy and pre-physical therapy. Undergraduate research is vital to the college and is conducted collaboratively by faculty and students..

VI. Related Statutes, Rules, Policies, Forms, and Websites

Related Statutes/Rules:

- *Texas Education Code*, Chapter 51 (Provisions Generally Applicable to Higher Education), Sec. 51.352 (b) (governing board shall provide the policy direction).
- *Texas Education Code*, Chapter 103 (Midwestern State University), Section 103.02 (organization, control, and management of the University is vested in the Board of

- Regents); *See University of Houston v. Barth*, 403 S.W. 3d 851, 855 (Tex. 2013) (policies adopted by Board of Regents under its enabling statute have the force of law).
- TTUS [Regents' Rules 02.03.3: Presidents' Appointments](#)

Related Policies:

[MSU OP 01.03: Organization of Midwestern State University](#)

[MSU OP 02.20: Administration Selection Process](#)

[MSU OP 02.21: Hiring of Academic Administrators with or without Faculty Tenure](#)

[MSU OP 02.24: Appointment, Compensation and Evaluation of Deans](#)

VII. Responsible Office(s)

Provost and Vice President for Academic Affairs

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VIII. History

- 6 May 2021: Formerly MSU Policy/Procedure 2.333, revised to reflect the current duties and expectations of the Provost and Vice President for Academic Affairs and all areas that report to the Provost. It is renumbered OP 02.23.
- 14 April 2022: Minor/non-substantive revisions adopted and approved by MSU Interim President James Johnston.