

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Academic Component Administrators

**Regulation and Procedure
Number: URP: 02.130**

Policy Owner: Academic Affairs

POLICY STATEMENT

An academic component administrator (“ACA”) serves as both a faculty member and an academic administrator, providing leadership and administration to the component consistent with the University mission and goals. ACAs may engage in teaching, scholarship, and service as determined by the overall distribution of their assigned workload. ACAs retain tenure rights. This URP addresses general responsibilities, appointment terms, workload, compensation, and evaluation of ACAs.

APPLICABILITY

This policy is applicable to TWU Faculty.

DEFINITIONS

1. “Academic Component (“AC”)” means the administrative unit of faculty within a discipline or a set of related disciplines; may be titled program, department, school, or campus/center unit of a college.
2. “Academic Component Administrator (“ACA”)” means the leader of an academic component (AC) with authority over faculty, staff, and budget; titles may include chair, director, associate director, associate dean, and assistant dean. A program director with responsibility for budget and personnel is also considered an ACA. For programs for which a separate Program Coordinator is not assigned, the ACA serves as the Program Coordinator.

REGULATION AND PROCEDURE

- I. Procedures

ACAs are responsible for the daily operation of the academic component, in consultation and collaboration with the dean, provost, AC faculty, and the university administration, as appropriate. Duties are outlined in the Academic Component Administrator job description.

A. Selection and Terms of Office

1. The dean, in consultation with the provost and AC faculty, will determine when a search for an ACA will be initiated. The dean, as hiring agent, will subsequently recommend a candidate for ACA, whose appointment is subject to approval by the provost.
2. ACAs customarily serve six-year terms, renewable for additional six-year terms with satisfactory performance. Initial terms may be of shorter length as necessary to align ongoing faculty performance reviews with term renewal. Although terms customarily begin in the fall semester, for ACAs hired in January or June, the term begins on September 1 of the calendar year of hire. Any administrative appointment is at the pleasure of the provost and can be terminated at the discretion of the provost in consultation with the dean. While serving a term, the ACA is a voting member of the Council of Chairs.

B. Workload

It is expected that 50 to 100% of the ACA's workload is administration and leadership of the AC. The remainder of work is distributed among teaching, scholarship, and service; expectations are determined by the complexity, size, and needs of the AC. The distribution of responsibilities is negotiated annually by the dean and ACA with final determination made by the dean.

C. Compensation, Vacation, and Leave

1. The normal and expected arrangement for compensation is that the ACA has a 12-month contract; a monthly stipend for administrative duties is added. The dean makes final recommendations for merit and salary adjustments, if available, for the ACA on an annual basis. Upon completion of the appointment as ACA, the salary will revert to her/his 9-month base faculty salary plus any adjustments (e.g., merit, market) which may have been applied to the base academic year salary during the ACA's term.

2. ACAs, including those serving in interim roles, accrue sick leave and vacation in accordance with all 12-month administrative appointments. ACAs are on duty whenever the university is open and must use leave to cover non-business absences. Upon completion of the ACA appointment, ACAs are paid for remaining vacation balances.

D. Annual Review of ACAs

1. ACAs are reviewed annually by the faculty in their academic components. Prior to annual AC faculty evaluations, ACAs have the opportunity to provide faculty a brief summary of their administrative accomplishments during the previous academic year. The ACA evaluation instrument is administered to faculty each fall by the Office of Institutional Research and Improvement. The evaluation instrument aligns with the job description for ACAs; and, if changes are made in the job description, the evaluation should reflect such changes. Faculty input is collected in a way that preserves anonymity and addresses suggestions for improvement. Results are shared with the ACA and dean.
2. The dean reviews ACAs annually on their administrative performance using input from annual faculty evaluations of the ACA and other performance measures related to the job description. Every third year, the annual review is replaced by the ACA's post-tenure review. Deans will meet with each ACA at least annually to facilitate ongoing communication about performance expectations; any actions to be taken by the ACA or academic unit will be documented.

E. Reappointment

1. The dean will utilize annual reviews, post-tenure reviews, and other applicable input to make a reappointment decision during the sixth year of the ACA's term. After discussion of the recommendation with the ACA, the dean will provide a written recommendation regarding the reappointment to the provost. Upon approval of the recommendation and agreement by the ACA to the reappointment, the dean will inform AC faculty of the reappointment.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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