



## DEAN POLICY

### DEFINITION

At Alcorn State University, a “dean” is head of an academic School/unit comprised of academic departments with assigned chairs who report directly to the dean as their immediate supervisor. The dean directs, leads, and manages all unit (i.e., departmental, school, college) activities, fiscal affairs, personnel matters within the School/unit, as well as performing other duties as assigned. Deans are vanguards of unit-, university-, IHL-based policies, including applicable state and federal laws. As academic leader for his/her school, the dean is responsible for upholding the highest standards of legal, fiduciary, ethical, and moral leadership.

### NATURE OF POSITION & APPOINTMENT

The dean is recommended for appointment by the Provost to the President. The dean serves at the will of the Provost, President and IHL Board of Trustees. As such, the dean may be removed from the administrative position at any time, with or without cause.

As an administrative appointment, the position of “dean” is separate and apart from any faculty member’s position, rank, and tenure status. Dean appointments are for one year. The dean may be reappointed for additional terms at the discretion of the Provost. The dean position does **not** have rights of tenure.

Deans are 12-month, exempt employees. As exempt employees, deans accrue personal leave and are required to take personal leave when off-campus or not engaged in their assignments during regular University business hours. Deans are expected to maintain regular office hours as well as be in their office during the summer to lead chairs and faculty, assist potential and current students, participate in orientation activities, plan for the next academic year, and engage in professional or departmental projects or other activities as requested by their Provost. Deans make recommendations--only--to the Provost for all hiring, termination, dismissal, and suspension decisions. Deans (or their designees) possess no signature authority whatsoever to contractually, or otherwise, bind the University, Office of the Provost, Executive Office of the President, or Institutions of Higher Learning (IHL), except as officially granted by the Provost or President in writing. As faculty and staff are required to report onsite daily to discharge employment duties throughout the IHL contractual period, deans are without authority to offer

disability-, family-, health-, injury-, medical-, or personal-leave or to grant accommodations to the faculty or staff under his/her supervision for these requests. All requests for paid/unpaid campus leave are to be submitted to the Provost's Office (through Human Resources), with specific details and timelines, for written approval. Deans are required to teach the equivalent of one three-credit hour course per semester as part of their regular duties. Beyond this, deans may not assume an overload course without first being granted permission by the Provost. In each instance, grants of exceptions should be sought from the Provost.

In accordance with *IHL Board Policies 301.0801 E., 401.0102(a) and 402.01 B.*, an administrative appointment as Dean will be in the form of a Provost recommendation for nomination by the President of Alcorn State University for election by the IHL Board of Trustees.

## **SALARY COMPUTATION & REVERSIONS**

### Installment of Dean

The "dean salary" includes a "base salary" (the faculty salary) plus an "administrative supplement" (increment).

1. The "base salary" [BS] may be the employee's current salary as a faculty member prior to an administrative appointment. Otherwise the base salary is defined as the average salary of professors/faculty in the employee's specific discipline and specific rank at Alcorn State University. This base salary considers the employee's qualifications, skills, and special talents *vis-a-vis* average salary levels of faculty of similar rank and accomplishments. In all other cases of an individual becoming a full-time member of the faculty after relinquishing an administrative position, his or her salary shall be determined on the basis of such individual's qualifications as a faculty member. See §402.01 B. *Administrative Officers of the IHL Policies and Bylaws*:
2. The "administrative supplement" [AS] is defined as the administrative increment added to the base salary for one in an administrative post. This increment to the base salary is commensurate with the magnitude of the decanal appointment. In addition, it is negotiated with the Provost. This incremental remuneration to the base salary is in recognition of the expectation to be on campus during the business day throughout the academic year and all attendant administrative responsibilities that attach. Where there is a dean appointment, the employment contract reflects the administrative supplement within the Administrative Officer clause (AO-1 addendum to the annual employment contract).

3. The composite “dean salary” [DS] is the total salary for a decanal appointment. Mathematically, the dean salary = base salary + administrative supplement. Indeed, taken together, the dean salary is a negotiated salary with the Provost. In consonance with *IHL iPolicy 402.01 B*, the decanal appointment letter, as memorialized in the employment contract, explicates the base salary, administrative supplement, and, ultimately, the composite dean salary.

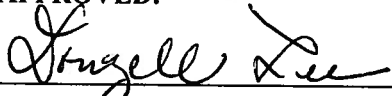
#### Dean Removal or Position Relinquishment

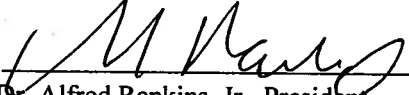
A vacancy will be declared by the Provost when a dean is not re-appointed, has elected not to continue in the role, is unable for health or other reasons to continue, or has been removed with or without cause. Specifically, and barring outright employment termination, when the employee is removed from the administrative post, said employee will resume full-time teaching responsibilities within the unit and at the faculty member’s base salary. Per §402.01 B. *Administrative Officers of the IHL Policies and Bylaws*:

*[T]he additional salary or method of salary computation [...] for the administrative position shall be stated in the employment contract and shall **not** be paid to the faculty member when he or she ceases to hold the administrative position.*

In reverting to full-time faculty teaching status, the employee’s initial letter of offer as memorialized in the “employment contract” is determinative. Accordingly, the administrative supplement (AS) will be removed from the former dean salary and the difference shall be the faculty member’s salary. Stated mathematically, Faculty Salary [FS] = Base Salary [BS] (without the Administrative Salary [AS]). The concomitant period of employment will change from full-time 12 months, to full-time 9 months.

**APPROVED:**

  
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Dr. Donzell Lee, Provost & EVPAA

  
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Dr. Alfred Rankins, Jr., President

Reviewed by IHL Counsel

- Yes
- No

10/13/2015