

ARTICLE XV**THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS****Section XV.1. Departments, Schools, and Departmentalized Programs.**

Members of the Faculty holding appointments in the College of Liberal Arts and Sciences hold those appointments in the duly constituted departments, schools, and departmentalized programs of the College.

Each such unit shall hold regular meetings and shall have a current departmental manual of procedure, approved by the Dean, which establishes the manner in which its business shall be transacted and communications handled.

Matters of policy, including matters relating to the curriculum that come within the jurisdiction of the unit, shall be decided by the methods so established. No unit may, however, adopt policies contrary to the letter and spirit of College or University policy.

The College of Liberal Arts and Sciences, in association with the Graduate College where appropriate, shall carry out periodic reviews of its departments, schools, and programs.

Section XV.2. Departmental Executive Officers.

The executive officer of a department, school, or departmentalized program (DEO) shall be either a director or a chair. The initial term of a DEO appointment ordinarily shall be three to five years.

The DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department.

The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to associate chairs, executive committees, or other specialized officers or faculty committees established for the governance of the unit.

When a vacancy in the position of DEO occurs or is impending, the Dean shall consult with the voting members of the unit concerning the candidate or candidates to be considered. The Dean shall recommend the DEO appointment to the Provost. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the unit and to the College.

Section XIII.3. Supra-departmental or Interdepartmental Units.

Supra-departmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to enhance the instructional and research programs of the College. Channels of administrative communication shall be defined when such units

are established. The Dean shall appoint and evaluate the executive officer of such a unit, in consultation with the unit's advisory board, if one has been established. The members of the advisory board shall be appointed by the Dean. The College of Liberal Arts and Sciences, in association with other colleges or central administrative offices where appropriate, shall carry out periodic reviews of such units. In compliance with the University policy on the multi-year review of administrators, the College may review directors at the time of the collegiate review of their unit or at five-year intervals.