The scholarship regarding academic leadership has been evolving for several decades. With some exceptions, academic leadership is moving from the traditional top-down structure to one of shared governance. This shared governance model is established to provide faculd

At SUU, academic leaders are expected to be familiar with University policies, especially those that fall within the 6.xx range. See: https://my.suu.edu/help/policies/ for a listing of all University policies.

Numerous key roles and responsibilities for academic leaders are outlined in SUU Policy #6.2, which includes the following positions: Provost, Associate Provosts, Deans, Associate Deans, Chairs, Associate Chairs, and Graduate Program Directors. A broad overview of the responsibilities for these key leadership roles on campus is included below.

Provost

The Provost is the chief academic officer of the University. The Provost is responsible to represent the University in such a manner as to ensure the orderly and efficient conduct of University academic affairs, when the President delegates appropriate authority.

Specific responsibilities and functions of the _____ are to:

a. Develop, administer, and promote the academic programs and academic support functions of the University;

b. Recommend to the President appointments, reviews, and promotions of the University's academic personnel, including: the recruitment of faculty; the development, tenure, and promotion of faculty; University assessment and accreditation; and issues related to faculty morale;

c. Coordinate and promote academic proposals, changes, reviews, and other academic matters with the Board of Trustees, the Board of Higher Education, the Utah System of Higher Education, and other institutions and groups;

d. Coordinate the University's colleges/schools, Library, Continuing Education, academic support offices, and other academic activities;

e. Coordinate educational policies and academic planning functions;

f. Provide pertinent academic guidance and input on physical facilities planning and utilization; and

g. Serve as Chair of the Deans' Council and as Chief Executive Officer of the University in the absence of or upon delegation by the President.

Associate Provosts

Associate Provostmc

g. Develop external relationships for the purposes of (1) enhancing student placement opportunities; (2) providing meaningful community outreach opportunities for students and faculty; and (3) cultivating additional fund-raising opportunities for the University; and

h. Responsi

Chairs typically take on their role with little or no formal training and it takes a while to learn the job. If this is you, we recommend you find one or more experienced Chairs and ask if they would be willing to serve as your mentor.

A good overview of how to be an effective Chair we recommend *The Department Chair Primer* (Second Edition) by Don Chu (2012). Below is an official list of Chair responsibilities as listed in SUU policy.

Specific responsibilities and functions of the   include:

a. Providing leadership for the department in all professional matters, particularly in developing program plans, coordinating assessment, and maintaining high quality performance in teaching, scholarship/creativity and service;

b. Developing, administer, and promote the academic programs and academic support functions of the department;

c. Recommending to the dean appointments, reviews, and promotions of the department academic staff including the recruitment of faculty; the development, tenure, and promotion of faculty; department assessment and accreditation, and the development and maintenance of faculty morale;

d. Coordinating and promoting academic proposals, changes, reviews, and other academic matters within the college/school; e. Coordinating educational policies, plan functions and physical facilities planning and utilization of the department;

f. Making specific teaching and other appropriate assignments to individual faculty and staff members of the department, supervise and evaluate the work and performance of each staff member; and participate in the LRT process for faculty.

g. Ensuring that curricula in the department are current and of the highest quality; and

h. Responsible for managing and monitoring department budgets.

Associate Chairs

Responsibilities of   (where applicable) include:

a. Where associate chair positions are authorized, the positions will assist in the administration of the department. Associate department chairs should be faculty within the unit, and normally not have personnel or leave, rank and tenure responsibilities. SUU Policy 6.38 describes appointment procedures.

b. Chairs will determine the responsibilities of associate chairs who will be accountable to their respective chair.

c. Associate chairs will be evaluated annually by the depa

Oversight of various personnel issues is M4

b.   Remember to listen to multiple perspectives before making decisions. (Resource - CA

Hiring

    A.   Timeline
        a.   On campus postings = minimum 5 business days
        b.   Off campus postings = minimum 15 days
        c.   Start dates are preferred as the 1st or 16th of each month.
    B.   Department Chair Responsibilities
        a.   Obtain Recruitment Authorization Form from HR and all required signatures.
        b.   Write or update the jo*n   dt

XCON (Conferences/Workshops): Credit Hours = ICH

XLAB (Lab): Course Credit + (Contact – Course Credit) / 2 = ICH

XTHE (Thesis): SCH / 6 = ICH

XSUP (Supervision at remote sites): SCH / 20 = ICH

XINV (individualized instruction): SCH / 10 = ICH

XDIS (Dissertation): SCH / 3 = ICH

XOTH (all others): SCH / 15 = ICH

Instructional percent * ICH = Instructor ICH toward workload

Faculty teaching expectations:

Tenure/Tenure Track: 24 ICH / year (typically 12/12)

Non-Tenure Track: 30 ICH / year (typically 15/15)

Adjunct: 9 ICH (for departments with Lecturers with 12 ICH teaching expectation) and 11 ICH (for departments with Lecturers with 15 ICH teaching expectation) See Policy 5.32 and Policy 6.27

Applications for   reduce faculty teaching expectations

Per Policy 6.22

- Tenure-track faculty submit an annual Faculty Engagement & Contribution Plan and Report. Tenure-track faculty must meet and collaborate with their assigned mentors to evaluate the faculty's progress and create a FEC Plan for the upcoming year.

The _____ outlines process and outcome goals for the upcoming academic year. The plan should be 1- to 3-pages aligned with the University mission, Department evaluation criteria, and the *Student-Centric Faculty Engagement Model* (see Policy 6.1).

Template for the plan can be found in Appendix A of Policy 6.1

The _____ describes the previous year's progress toward their plan, including additional information to support and/or justify the report. The report should be 1- to 3-pages and may include appendices.

Template for the plan can be found in Policy 6.1 and on the "<u>resources</u>" page hosted by the Provost's Office.

- Tenure-track faculty submit an portfolio that consists of

1. Midpoint Application Cover Sheet
2. Prior annual reviews, if applicable
3. Progress toward each FEC Plan (e.g., FEC reports)
4. FEC Plan for the upcoming year
5. If years toward tenure were granted, work done that result in the years granted toward tenure
6. Supporting documentation

_____

_____

Five-Year Post-Tenure Review
Promotion to full Professor Applications

_____

Annual reviews
Rank Advancement Process

SUU faculty and staff with significant accreditation experience include:
    Matthew Roberts, Chair of the Department of Engineering and Technology
Describe how to use TRACDAT for program assessment
    What data are needed for accreditation purposes
    What data are needed for institutional research
    Inputting Data
    Generating Reports
Using campus resources to meet specialized accreditation requirements

deadlines, approval process, faculty budget requests, student fees...controller forr st studa

Direct payments (used for non-travel employee reimbursement, interview candidate travel reimbursement) From your my.SUU portal > Direct Payments. Instructions
Direct payments (used for Faculty Relocation Assistance Payments and other expense reimbursements)
Accounts Payable Specialists (Lindey Matheson, Kourtney Fails)
Send all payment requests to accountspayable@suu.edu. Other questions or concerns can be directed to Lindey or Kourtney.

Travel:

Travel Authorizations: From your my.SUU portal https://my.suu.edu/travel/
Travel Advances
Travel Reimbursements: From your my.SUU portal https://my.suu.edu/travel/
Per Diem & Mileage Rates

Accounting:

Access to campus databases has to be requested, often requesting specific types of access. That can be done here. Must have completed FERPA training in the last year to request any new access.
Banner
   Database that holds all University data (financ)

Southern Utah University (SUU) is a member institution of the Utah System Higher Education ([USHE](#)) and operates under the authority of the Utah Board of Higher Education. SUU is granted authority to award credits and degrees under Title 53B of the Utah Code Annotated (1953) and the Utah System of Higher Education Act of 1969.

SUU's organizational structure is depicted in various documents located on the [policies page](#) (Section 4) and operates under the guidance of the [SUU Board of Trustees](#) (appointed by the Governor), the [SUU President](#), and the [President's Council](#).

SUU's current Strategic Plan ([2016-2022](#)) has guided the University's operations for the past six years. A new [strategic planning process started in 2021](#) and a new Strategic Plan is anticipated to be approved in 2022.

Glossary of Terms

<< coming soon >>

Further Reading on Academic Leadership

Hendrickson, et al., *Academic Leadership and Governance of Higher Education*
Bolman and Gallos, *Reframing Academic Leadership*
Brinkman and Kushman, *Dealing with People You Can't Stand*
Chu, *The Department Chair Primer: What Chairs Need to Know and Do to Make a Difference*
McNair, et al., *Becoming a Student-Ready College: A New Culture of Leadership for Student Success*