

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: DUTIES, RESPONSIBILITIES, COMPENSATION AND TEACHING LOAD
FOR ACADEMIC DEANS

PURPOSE: To establish Duties, Responsibilities, Compensation and Teaching Load for
Academic Deans

GENERAL POLICY

I. BASIC PRINCIPLES

Deans hold their administrative position at the pleasure of the Provost and Vice Chancellor for Academic and Student Affairs, the Chancellor, the President, and the LSU Board of Supervisors. Deans are 12-month fiscal employees.

In addition to their salaries as faculty members, individuals designated as deans are to receive a salary supplement for administrative duties in association with a 12-month fiscal appointment. This supplement is to be discontinued if the individual ceases to serve as dean.

II. SALARY SUPPLEMENT AND TEACHING LOAD

The salary supplement to be provided to deans is \$7,500 per fiscal year. Deans are expected to teach one class per year. In order for an overload to be earned for teaching any class, the class must be taught outside of the normal 8:00 a.m. to 4:30 p.m. business day, or approved schedule of work hours beyond the normal 8:00 a.m. to 4:30 p.m. hours must be arranged with the Provost and Vice Chancellor for Academic and Student Affairs. Courses taught beyond the normal number of credit hours during the summer session will be paid according to the summer salary schedule.

III. DUTIES AND RESPONSIBILITIES

Be thoroughly familiar with the current Bylaws and Regulations of the LSU Board of Supervisors, Presidential Memoranda (PM's) and Policy Statements (PS's) of LSUA, and the Constitution and Bylaws of the LSUA Faculty Senate.

- A. Provide general leadership for the college.
- B. Provide leadership for planning, developing, and implementing academic programs and curricula in cooperation with the department chairs and faculty.
- C. Review and approve all personnel actions (selection, retention, promotion, tenure, annual review, termination, salary increases) relating to faculty and other members of the academic staff, and forward recommendations concerning these to the Provost and Vice Chancellor for Academic and Student Affairs.

- D. Work with the faculty, department chairs, and administration to plan, supervise and coordinate faculty development and evaluation.
- E. Provide working conditions under which faculty can exercise and improve their competencies such that the educational mission of the University will be accomplished most effectively.
- F. Provide open communication at all times with faculty, department chairs, and administration.
- G. Disseminate appropriate information from the administration to the department chairs and faculty and from the faculty to the administration.
- H. Supervise department chairs in planning and preparing class schedules and faculty teaching assignments in coordination with the Provost and Vice Chancellor for Academic and Student Affairs.
- I. Teach in the field of expertise as appropriate.
- J. Plan, prepare and submit budgets to the Provost and Vice Chancellor for Academic and Student Affairs. Control expenditures once budgets are established.
- K. Assist in the coordination of the programs for recruiting and retaining students.
- L. Assure that department chairs provide for academic advising appropriate to each student's educational and career plans.
- M. Assure that faculty participate in formally recommending candidates for degrees within their respective departments.
- N. Interview, select, employ, train, retrain, transfer, dismiss, and approve leave for classified personnel within the college according to established guidelines. Assure that department chairs discharge similar responsibilities effectively for their respective departments.
- O. Participate in the Academic and Planning Councils to consider institutional goals, priorities, and other items brought to the Councils.
- P. Assist in the promotion and coordination of public relations programs of the University.
- Q. Assist in the planning for and use of educational media, including the computer, in existing and future courses.
- R. Assist in planning, developing, implementing, and promoting continuing education programs.
- S. Serve as building supervisor of designated buildings if requested.
- T. Assure that department chairs maintain an equitable distribution of teaching, advising, service, and other duties among the faculty within the respective departments.
- U. Coordinate the completion of the annual LSUA Assessment Forms and provide other college information as needed for assessment and planning.
- V. Perform other duties as assigned by the Provost and Vice Chancellor for Academic and Student Affairs.