

UAM OPERATING PROCEDURE 415.1

Re: Appointment of Academic Unit  
Heads/Academic Administrators

November 4, 1987

Revised: July 1, 2011

Academic unit heads are appointed annually by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. Academic unit headships (deans, chairs, directors, registrar, coordinators, Associate/Assistant Vice Chancellors, e.g.) serve at the pleasure of the Vice Chancellor for Academic Affairs. The term of appointment may be for a period of nine, ten, eleven, or twelve months depending upon the need of the unit. In accordance with university policy, all administrative appointments expire on June 30 of each year and new appointments and agreements become effective July 1 of each year. The unit head may be reassigned to teaching or other duties commensurate with the individual's academic rank, tenure, and/or expertise. Such reassignment will be effected by a written notice provided at least thirty days in advance of the reassignment.

Unit heads may receive reassigned time from teaching duties in proportion to the requirements of the administrative duties of the respective academic unit.