OFFICIAL

Policy and Procedure Statement 1.03 Dean and Chair Workload

Review Cycle: Apr. 1, E4Y (3 paragraphs)

Review Date: April 1, 2020

Reviewer: Provost

1. Workload for department chairs/school directors must be approved by the college dean. Teaching, research, and administrative duties with corresponding workload credits can vary according to individual circumstances. Normally a chair’s teaching load is 1-1 per fiscal year.

1. Workload for deans must be approved by the Provost and Vice President for Academic Affairs. Teaching and administrative duties with corresponding workload credits can vary according to individual circumstances. Normally a dean’s workload comprises credits for administrative activity, although credits for teaching may be reported when the dean is instructor of record for a class.

**CERTIFICATION STATEMENT**

3. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last Updated: July 15, 2016

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