**Dean and Chair Workloads AA/PPS No. 01.02.20 (1.03)**

**Issue No. 2**

**Effective Date: 01/31/2020
Next Review Date: 04/01/2024 (E4Y)**

**Senior Reviewer: Provost and Vice President for Academic Affairs**

**01. POLICY STATEMENT**

01.01 As academic administrators, college deans and department chairs and school directors have a right to expect that workloads will be distributed equitably and carried out efficiently and effectively. The purpose of this policy is to define the way in which these workloads are determined and implemented to meet university goals (guidance on workload definitions and reporting requirements may be found in [AA/PPS No. 04.01.40](https://policies.txstate.edu/division-policies/academic-affairs/04-01-40.html), Faculty Workload).

**02. GENERAL PROCEDURES**

02.01 Workload for department chairs and school directors must be approved by the college dean. Teaching, research, and administrative duties with corresponding workload credits may vary according to individual circumstances and the needs, goals, and plans of the department or school. Typically, a chair or director’s teaching load is 1-1 per fiscal year.

02.02 Workload for college deans must be approved by the provost and vice president for Academic Affairs. Workload credits may vary according to individual circumstances and the needs, goals, and plans of the college. Typically, a dean’s workload is fully comprised of credits for administrative activity.

**03. REVIEWER OF THIS PPS**

 03.01 Reviewer of this PPS includes the following:

Position Date

Provost and Vice President for April 1 E4Y

Academic Affairs

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individual in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Provost and Vice President for Academic Affairs; senior reviewer of this PPS