

ASSISTANT DEAN APPOINTMENTS

Assistant Deans are faculty members appointed to assist the dean in carrying out his/her duties. This appointment must be approved by the Provost. Assistant Deans receive a stipend of \$4,500 per year for these additional duties. The stipend is funded by the requesting school. The appointment is written as an addendum to the contract rather than as a part of the base faculty contract. Contract addendums are issued from the Office of Faculty Affairs at the start of each academic year.

First-time Assistant Dean Appointments are initiated by the requesting school using an EPA 101. Once appointed, the appointment recurs annually with no further action required by the requesting school.

Discontinuation of the Assistant Dean appointment is initiated by the requesting school. The decision to discontinue an Assistant Dean appointment may come from the appointed individual, the dean or the Provost.

Initiation and discontinuation of appointments should happen at the beginning of the academic year. Requests to initiate or discontinue appointments during the academic year will only be approved for a compelling reason.

FORM

- Request for EPA Action Form 101
<http://www.uncsa.edu/humanresources/forms/EPA101.pdf>

PROCEDURE TO INITIATE AN ASSISTANT DEAN APPOINTMENT

1.	School/Division	Completes the EPA 101. <ul style="list-style-type: none">➤ “Action Requested” field should indicate “Other-Details in Attached Justification.➤ Justification should include change in duties and addition of the \$4,500 stipend➤ If the Assistant Dean position is newly created, a position description should be submitted with the EPA 101 along with the justification.
2.	School/Division	Submits the EPA 101 to the Budget Office or Foundation (determined by funding source) for required review/signatures.
3.	Budget Office and/or Foundation	Reviews and signs the EPA 101 and forwards to Faculty Affairs
4.	Faculty Affairs	Reviews and signs the EPA 101 and forwards to Human Resources.
5.	Human Resources	Reviews and signs the EPA 101 and returns to originating school/division.
6.	School/Division	Forwards the signed EPA 101 to Faculty Affairs at FacultyAffairsForms@uncsa.edu .
7.	Faculty Affairs	Issues a contract addendum to the faculty member with a cc to the school/division and Human Resources.

	(Kim Pauley)	
--	--------------	--

PROCEDURE TO DISCONTINUE AN ASSISTANT DEAN APPOINTMENT

1.	School/Division	<p>Completes the EPA 101.</p> <ul style="list-style-type: none"> ➤ “Action Requested” field should indicate “Other-Details in Attached Justification. ➤ Justification should include change in duties and termination of the \$4,500 stipend
2.	School/Division	Submits the EPA 101 to the Budget Office (determined by funding source) for required review/signatures.
3.	Budget Office and/or Foundation	Reviews and signs the EPA 101 and forwards to Faculty Affairs
4.	Faculty Affairs	Reviews and signs the EPA 101 and forwards to Human Resources.
5.	Human Resources	Reviews and signs the EPA 101 and returns to originating school/division.
6.	School/Division	Forwards the signed EPA 101 to Faculty Affairs at FacultyAffairsForms@uncsa.edu .
7.	Faculty Affairs (Kim Pauley)	Issues a memo to the faculty member confirming discontinuation of the appointment with a cc to the school/division and Human Resources.