

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Organization of Departments and Academic Programs

NUMBER: Policy II-14-1 (Formerly Policy II-A-1)

Academic programs will be administered through Academic Affairs by the Provost/Vice President for Academic Affairs and through academic departments by department heads.

1. **Purpose**

Academic departments and programs will be organized to facilitate the faculty in the development of quality undergraduate educational opportunities; focused quality graduate education; research and other scholarly activities in support of educational opportunities at the undergraduate and graduate levels; and service programs for the people of the state of South Dakota, the region and the nation.

2. **Organization**

The following department organization is authorized.

Department of Atmospheric Science
Department of Chemical and Biological Engineering
Department of Chemistry
Department of Civil and Environmental Engineering
Department of Electrical and Computer Engineering
Department of Geology and Geological Engineering
Department of Humanities
Department of Industrial Engineering
Department of Mathematics and Computer Science
Department of Materials and Metallurgical Engineering
Department of Mechanical Engineering
Department of Military Science
Department of Mining Engineering and Management
Department of Physical Education
Department of Physics
Department of Social Sciences

3. **Department Administration**

Each academic department shall be administered by a department head. The head of the Department of Military Science will be the professor of military science.

A. **Roles and Responsibilities**

The roles and responsibilities of the department head are delineated in a document entitled "Duties and Responsibilities of Department Heads" on file with the Office of Human Resources (**NOTE: creation of this file is in process**). Revisions to this

document shall be jointly agreed upon by the Faculty Senate and the academic administration of the South Dakota School of Mines and Technology and presented to the University Cabinet for its recommendation to the president.

B. Reporting Structure

The department head shall report to the Provost/Vice President for Academic Affairs.

C. Appointment

Each department head shall be appointed by the president upon the recommendation of the Provost/Vice President for Academic Affairs. Department head selections are contingent upon Board of Regents approval.

SOURCE: Office of the Vice President, Mar. 1994; Office of the Vice President, Aug. 1994; Office of the Vice President, Feb. 1995; Office of the Provost, Oct. 2001; Office of the Provost, Mar. 2007; Office of the Provost, Dec. 2009
BOR Reference: Policy 1:6, sect. 2.H; Policy 2:14