



11.02.99.E0.02 Appointment of Directors of TEES Centers and Institutes

Approved September 11, 2017

Revised October 23, 2023

Next Scheduled Review: October 23, 2028

Supplements System Policy 11.02, Policy 01.03

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) requires that directors of board-approved centers and institutes be appointed in accordance with procedures noted below. This standard administrative procedure (SAP) defines the process leading to the appointment of TEES center and institute directors.

Procedures and Responsibilities

1. AUTHORITY TO MAKE OR RESCIND AN APPOINTMENT

- 1.1 The TEES director appoints and removes TEES center and institute directors.
- 1.2 Appointments are made by the TEES director at inception of a center or institute or when a vacancy occurs.
- 1.3 The TEES director may change the leadership of a TEES center or institute with or without cause consistent with applicable TAMUS policies.
- 1.4 The TEES director will review the performance of TEES center and institute directors at least biennially.

2. PROCESS TO IDENTIFY, RECOMMEND AND APPOINT CANDIDATES

- 2.1 This process applies to the identification and appointment of candidates for a TEES center or institute director either at inception of a center or institute or when a vacancy in the position of a center or institute director occurs.
- 2.2 The TEES director will establish a search committee consisting of stakeholders and subject matter experts. The TEES director may solicit nominations and information from stakeholders or advisors as he or she deems appropriate. These may include, but are not limited to, the current director, TEES leadership, advisory board members for TEES and/or centers, faculty, staff, and other directors. In addition, the TEES director may publicly solicit nominations.



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- 2.3 The TEES director and the search committee will review the qualifications of the candidates. A candidate can be selected or rejected during the review. The search process will be restarted in the case of a failed search.
- 2.4 The TEES director and the search committee may select a faculty candidate in an administrative appointment with preapproval by the University Faculty Affairs Office.
- 2.5 Processes used to identify candidates and appoint TEES center or institute directors shall conform to applicable TAMUS policies.
- 2.6 The TEES director may appoint an interim TEES center or institute director as necessary.

3. DELEGATION

- 3.1 The TEES Director may delegate any authorities, responsibilities and processes defined in this SAP.

Related Statutes, Policies, or Requirements

[Policy 11.02, Creation of Centers and Institutes](#)

[Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)

Definitions

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned to by System Policy 11.02, System Policy 01.03, and TEES SAP 11.02.99.E0.01.

Contact Office

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