Dean
Administrative and Professional

Function:
The Dean is the executive officer in a major academic or operational division within the University and has responsibility for the educational leadership of the area in terms of teaching, assessment, research, and general scholarship.

Scope:
The Dean shall
- Develop policies and programs for the operational unit;
- Direct and coordinate activities of program or departmental units;
- Coordinate human resources programs within the unit;
- Supervise the development and implementation of a schedule of courses or other activities;
- Coordinate activities of advising personnel;
- Coordinate activities of faculty and/or other personnel committees;
- Develop working relationships with community and other affiliated groups;
- Contribute to the overall planning and development of the University;
- Manage the unit budget;
- Oversee planning and implementation of staff development;
- Recruit faculty and other staff;
- Adjudicate staff and student complaints;
- Ensure effective communication within the school or unit;
- Contribute to the overall fundraising efforts of the University and other duties as assigned.

Supervision:
The Dean reports to the Vice President for Academic Affairs and Provost. The Dean supervises Associate Deans and/or Assistant Deans as well as tenure-system and non-tenure system faculty.

Education:
An earned doctorate from an accredited university is required.

Experience:
The Dean shall have sufficient experience in leadership in or out of higher education so as to enable the incumbent to lead a diverse population toward continuous improvement and the pursuit of excellence in undergraduate and graduate education and research.