

## Sam Houston State University Human Resources

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### Staff Classification Description – Assistant Dean of College

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M152 (E1)  
**Grade:** NC  
**Date:** 12/2011

**Department:** Specific College Area

**Educational & Experience Requirement:** Earned doctorate or terminal degree preferred, a record of high quality performance as an educator, evidence of scholarly achievement, and evidence of potential ability in college administration. Must demonstrate human relations and managerial skills and an understanding of disciplines which comprise the College. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** The Assistant Dean is expected to assist the Dean of the College in overseeing and executing college-specific tasks. The assistant dean will also support the college in developing and directing planning, policies, programs and operations assigned by the dean.

**Supervision Given & Received:** Reports to the Dean of the College. Supervision given as assigned to various disciplines within the specific College.

**Primary Responsibilities:** Duties and responsibilities may include, but are not limited to assisting the Dean of the College with the following functions: general administration, curriculum and instruction, accreditation efforts, evaluation and assessment, faculty matters, College organization, internal and external communication, research activity, student matters, administration of scholarships, fiscal matters, and interacting with other colleges and divisions within the university. The assistant dean may teach courses in addition to other responsibilities. Performs other related duties as assigned.

This position may be designated as a Campus Security Authority (CSA).

**Other Specifications:** As required to discharge duties effectively and efficiently.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**