

# Sam Houston State University Human Resources

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## Staff Classification Description – Dean of College

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**Skill Category:** Administrative

**Position (Employee) Class:** 1M150 (E1)

**Grade:** NC

**Date:** 12/2011

**Department:** Specific College Area

**Educational & Experience Requirement:** Earned doctorate, a record of high quality performance as a teacher, professional experience in public education and with teacher preparation programs, evidence of scholarly achievement, and demonstrated ability in administration at college or university level. Proven extensive and substantive administrative experience in public education with experience in administration at the college or university level. Experience must demonstrate human relations and managerial skills; a capability of communicating goals of the College to its constituencies; an understanding of disciplines which comprise the College; and a capacity for anticipating trends and functioning as a change agent. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** The Dean is expected to provide creative leadership of the faculty of the College in the pursuit of excellence in teaching, public service to the public school systems of the area, and research; and is responsible for developing and directing the planning, policies, programs and operations governing the educational and research programs of the College.

**Supervision Given & Received:** Various disciplines within specific College.

**Primary Responsibilities:** Include allocating and supervising disbursement of funds; translation goals, strategies, and programs into meaningful work assignments and professional development; planning and implementing curricula and schedules; recruiting faculty; recommending faculty promotions, retentions, dismissals, and salaries after consultation with appropriate committees and chairpersons. The responsibilities and duties of an academic dean are grouped according to major areas of activity. These responsibilities and duties include, but are not limited to the following:

### General Administration

1. Providing leadership in developing both long-range and short-range plans, in ensuring the compatibility of these plans with the philosophy and objectives of the college, and in implementing the approved plans and programs.
2. Representing the college to all other intra-university academic and non-academic Administrative areas.
3. Directing the development of semester course offerings and class schedules in the interest of ensuring that student and institutional needs are met.
4. Participating in the development of academic policy through membership on the Academic Policy Council.
5. Continuing professional self-growth and development through study, memberships, participation in education seminars.
6. Administering agreements entered into between the university and other agencies.
7. Representing the college at meetings and programs as assigned by the VPAA or President.
8. Ensuring college compliance with pertinent federal, state, and university affirmative action and equal employment opportunity policies.
9. Serving on university committees, councils, and advisory groups as assigned by the President or by the Vice President for Academic Affairs.

### Curriculum and Instruction

10. Developing and implementing academic programs that will serve the diverse needs of the students who attend the college.
11. Initiating and maintaining an on-going process of curriculum improvement, revision, and development, encouraging faculty participation and input.
12. Developing in supervisory staff and faculty a concern for the students and teaching-learning climate, and for providing opportunities to initiate varietal, innovative, and experimental teaching methods.
13. Liaison with other university academic units for interdisciplinary program development.
14. Developing, implementing, and evaluating degree curricula and other instructional programs in conjunction with college curricular committees.

#### Faculty Matters

15. Developing an intellectual, innovative and cooperative atmosphere conducive to the Professional growth of faculty, and to provide faculty with opportunities commensurate with their abilities.
16. Making recommendations to the VPAA for employment and retention of personnel assigned to the College in accordance with affirmative action policy.
17. Directing the development of viable instruments to implement effective staff evaluation procedures.
18. Initiating and maintaining in-service projects to provide career development opportunities for faculty and academic supervisory personnel.
19. Maintaining confidential faculty personnel records as necessary.
20. Functioning as ombudsman for the faculty within the college.

#### College Organization and Communication - Internal

21. Coordinating communication, articulation, and understanding among college personnel and other university departments.
22. Coordinating the activities and services of designated college advisory committees.
23. Liaison with division heads and/or department chairpersons on academic programs and student matters.
24. Fostering an institutional attitude and developing a team concept for university unity.

#### College Organization and Communication - External

25. Articulation with other colleges in the university to afford exchange of ideas, information, and resources.
26. Promoting and encouraging an understanding of the college and its purposes and objectives for the academic community.
27. Keeping the VPAA informed of activities and developments in the college.
28. Liaison as needed with other academic institutions and with business and industry in the development of joint endeavors and external programs.

#### Research Activity

29. Actively encouraging the development of proposals for grant funds, contracts and gifts for the implementation of funded projects.

#### Student Matters

30. Supervising the conduct of all intra-college students matters including recruitment, admissions, advisement of majors, registration, academic progress and status, graduation appeals, and grievances.

#### Fiscal Matters

31. Developing budget recommendations, addressing all areas of college activity.
32. Establishing appropriate budget control procedures to ensure college operations within limits established by the approved budgets.

**Other Specifications:** As required to discharge duties effectively and efficiently. Performs other related duties as assigned.

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

