

## COLLEGE OF EDUCATION OPERATIONS GUIDELINES

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**Guide Number:** 02-01

**Section:** Unit Governance

**Subject:** Dean of the College of Education Position Description

EDUCATOR AS LEADER

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### DEAN OF EDUCATION POSITION DESCRIPTION

*Position Summary:* The Dean is responsible for articulating the college vision as a Spalding University Center of Excellence and for leading the College to the realization of the vision. The Dean is further responsible for representing his/her Center of Excellence within the University and in the external community. The Dean reports to the Senior Vice President for Academic Affairs.

Primary Responsibilities:

A. Supervise the development and revision of undergraduate and graduate degree programs in order to ensure their adherence to the College Center of Excellence vision.

1. Curriculum

- Review program content and goals with Directors of the programs in the College.
- Assume a teaching load commensurate with the administrative assignments
- Ensure that Schools' outcomes and assessments are consistent with the College mission(s).
- Maintain communication with University administration concerning the educational program.
- In collaboration with the faculty, formulate the balanced scorecard for the College.

2. Reports and Records

- Review with program directors, College policies and procedures.
- Prepare academic reports required by the Senior Vice President for Academic Affairs.
- Handle correspondence directed to the College

3. Accreditation and Program Approval

- Direct all phases of NCATE accreditation, including preparation of reports and self studies
- Direct all phases of state program approval and accreditation

B. Recruitment and Supervision of Personnel

1. Direct faculty recruitment efforts in consultation with faculty and assigned search committees and make recommendations for appointment to the Senior Vice President of Academic Affairs.
  2. Review teaching loads to ensure that they meet the needs and standards of the University.
  3. Review recommendations for faculty reappointments, annual salaries, promotions and tenure as per University guidelines.
  4. Evaluate the performance of faculty annually and report to the Senior Vice President for Academic Affairs.
  5. Orient new faculty to the current policies and procedures of the School and University.
  6. Promote an atmosphere of intellectual vigor and professional growth.
- C. Budget and Fiscal Management
1. Develop the annual budget for the College.
  2. Regularly assist in the acquisition of external funding for the College.
- D. Facilities Management
1. Implement a plan for efficient use of space, supplies, and facilities assigned to the program.
  2. Supervise the maintenance of the assigned lab space, teaching and office equipment.
- E. Professional Liaison Functions
1. Communicate with faculty on a regular basis and conduct regular scheduled College meetings.
  2. Represent the program in University administration, professional and community meetings.
  3. Act as liaison between the College and other units within the University.
  4. Supervise the negotiations with outside agencies for educational opportunities for students.
  5. Build recognition for the College as a Center of Excellence
- F. Scholarship
1. Conduct research and/or other scholarly activity as appropriate.
  2. Present papers at local, state, national and international.
  3. Publish scholarly work as appropriate in peer-reviewed professional journals and other scholarly publications.
- G. Service
1. Provide service to the University, the profession and the community.

2. Maintain active participation in professional associations /or organizations at the local, state, national and international level.
3. Develop and direct College advisory boards.