

## COLLEGE OF EDUCATION OPERATIONS GUIDELINES

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**Guide Number:** 02-02

**Section:** Unit Governance

**Subject:** Associate Dean Position Description

EDUCATOR AS LEADER

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### ASSOCIATE DEAN POSITION DESCRIPTION

*Position Summary:* The Associate Dean is responsible for the leadership and management of the academic unit, including strategic planning, curriculum development and coordination, budgeting, selection/supervision/development of faculty and staff, acquiring and maintaining program specific accreditation as required, and program evaluation. The Associate Dean is responsible for supervision of all College functions related to the daily efficient operation and strategic development of the College. The Associate Dean reports to the Dean of the College.

Primary Responsibilities:

A. Develop, organize, and administer the undergraduate and graduate degree programs.

1. Curriculum

- Develop and implement the educational program in collaboration with the program faculty and in accordance with the current University and discipline accreditation standards and the College mission.
- Conduct with program faculty ongoing curriculum development, review of program goals and objectives, program self-study and evaluation.
- Assume a teaching load commensurate with the other administrative assignments.
- Utilize outcome assessments to strengthen programs.
- Maintain communication with University administration concerning the educational programs.
- In collaboration with the faculty, formulate the balanced scorecard, including short and long-range plans for curriculum development and programs' directions.
- Determine course schedules for all sessions.
- Periodically review degree program requirements.
- Monitor the day-to-day implementation of programs.
- With the assistance of the faculty, prepare new course proposals and course changes and submit to appropriate University officials and committees.
- Coordinate the unit's assessment process

2. Reports and Records

- Develop with program faculty, College policies and procedures.
- Prepare routine academic reports required by various external agencies and units within the University.
- With the assistance of support staff, maintain accurate student records.

- Handle correspondence directed to the College.
- In collaboration with faculty members develop and update printed materials describing the curriculum including the University Catalog and the Student Handbook.
- Coordinate accreditation process

### 3. Student Advising

- Direct the student application, admission and registration processes.
- Maintain open communication with students and conduct periodical semester forums.
- Participate in student recruitment activities.
- Serve as liaison to the Admission Office.
- Supervise the program advising process, including faculty mentorship.
- Assist in orientation for interested students.
- Review student grievances and assist in determining mutually satisfactory outcome.
- Direct distribution of information to students.

### B. Recruitment and Supervision of Personnel

- Direct faculty recruitment efforts in consultation with program faculty and assigned search committees and make recommendations for appointment to the Senior Vice President of Academic Affairs.
- Establish acceptable teaching loads that meet the needs of the University, curriculum, and the students.
- Make recommendations for faculty reappointments, compensation, promotions and tenure as per University guidelines.
- Evaluate faculty performance annually and provide adequate support for faculty development.
- Encourage faculty members to communicate ideas for improvement of the program..