

COLLEGE-LEVEL JOB DESCRIPTIONS

Executive Dean (University & College Strategic Focus)

Academic administrative position, reports to the Provost

- Works with the Provost and the other Executive Deans to develop and implement the University's strategic plan and academic vision.
- Leads the college-level strategic planning process
- Leads college-level strategic resource management (i.e., budget, positions, space, etc.)
- Leads college-level assessment and continuous improvement plans
- Manages college-level advisory boards
- Supports the Provost and President in communicating with the Board of Trustees
- Works collaboratively with the University to develop relationships with key external constituencies (i.e., alumni, industry, government, community, etc.)
- Works collaboratively with the University on advancement and development efforts (i.e., fundraising & relationships). A minimum of one-third of the Executive Dean's workload consists of activities that directly support fundraising and related activities for the college.
- Advances and coordinates the ideation, exploration, development and implementation of new academic programs

Academic¹ Dean (College and School Strategic Focus) [C-DEC]

Academic administrative position, reports to Executive Dean

- Works with the Executive Dean and the other Deans to develop and implement the college's strategic plan and academic vision.
- Leads the school-level strategic planning process
- Independently leads school-level faculty management (hiring, promotion, tenure, review, etc.)
- Leads school-level resource management (budget, space, staff, etc.)
- Leads the school-level academic planning process including new program development and curriculum development
- Oversees the management of the academic programs in the school
- Supports faculty development
- Leads school-level program assessment and program accreditation plans
- Manages school-level advisory boards
- Supports the Executive Dean in communicating with college-level advisory boards
- Works collaboratively within the college to develop external relations (i.e., alumni, industry, government, community, etc.)
- Works collaboratively within the college on advancement and development efforts (i.e., fundraising & relationships)
- Collaborates with the University to implement undergraduate recruiting and retention plans

¹ "Academic" is used to describe deans and associate deans that independently manage faculties in schools or divisions.

Academic¹ Associate Dean (College and Area Strategic Focus) [C-SHLA]

Faculty position with stipend + 3 course releases each semester or 1/1 load.

Term = one year for the first year; thereafter a term of 2 to 3 years.

Reports to the Executive Dean

- Works with the Executive Dean and the other academic associate Deans to support the college's strategic plan and academic vision.
- Leads area-level faculty management (hiring, promotion, tenure, review, development, etc.) under the guidance of the Executive Dean.
- Leads area-level resource management (budget, space, staff, etc.)
- Leads the area-level academic planning process including new program and curriculum development
- Leads area-level program assessment and program accreditation plans
- Coordinates student appeals and parental communications
- Collaborates with the University to implement undergraduate recruiting and retention plans
- Supports the Executive Dean in communicating with college-level advisory boards
- Works collaboratively within the college as directed by the Executive Dean to develop external relations (i.e., alumni, industry, government, community, etc.)
- Continues to have teaching responsibilities of a minimum of one course each semester.

Academic Associate Dean of Undergraduate Programs also

- Acts as the College Retention Officer and serves on the University Retention/Persistence Group (RPG)
- Works with the Executive Dean on promoting new program development and existing program growth.
- Coordinates the development and implementation of college-level academic policies and procedures
- Supports the advocates to implement the undergraduate advising, assessment, nexus learning plans

Associate Dean (College Academic Management Focus) [DEC, ABE]

Faculty position with stipend and 2 course releases each semester or 2/2 load.

Term = one year for the first year; thereafter a term of 2 to 3 years.

Reports to Executive Dean.

- Coordinates academic committees and inter-college curricula
- Coordinates student appeals and parental communications
- Acts as the College Retention Officer and serves on the University Retention/Persistence Group (RPG)
- Collaborates with University to implement undergraduate recruiting and retention plans
- Supports the advocates to implement the undergraduate advising, assessment, nexus learning plans
- Supports Executive Dean/Academic Deans with faculty professional development
- Coordinates the development and implementation of college-level academic policies and procedures
- Participates in program assessment and program accreditation plans
- Works collaboratively within the college to develop external relations (i.e., alumni, industry, government, community, etc.)
- Supports advancement and development efforts (i.e., fundraising & relationships) in the college as directed by the Executive Dean.
- Continues to have teaching responsibilities of a minimum of one course each semester.

In DEC, the Associate Dean also:

- Coordinates DEC core curriculum
- Coordinates DEC capstone project process

Manager of Academic Operations (College and School Operational Focus)

Administrative position, reports to Executive Dean

- Coordinates course scheduling within the college
- Plans and manages college-level budget. Implement allocation strategy as directed by the Executive Dean.
- Serves as college point of contact for registrar, business office and facilities
- Manages all administrative assistant staff of the college
- Evaluates the distribution of the administrative work of the college and when appropriate, re-distributes the load and responsibilities, as needed.
- Coordinates building space and facilities within the college
- Coordinates equipment and materials/supplies within college
- Coordinates and manage college-level and school-level web content
- Coordinates staff and adjunct faculty contracts
- Coordinates timing and communication of faculty review processes (i.e., promotion, tenure, review, etc.)
- Works collaboratively within the college and school to develop external relations [DEC only] (i.e., alumni, industry, government, community, etc.)
- Works collaboratively within the college and school on advancement and development efforts (i.e., fundraising & relationships) [DEC only]

Director of Graduate Programs (Graduate-Level Strategic and Management Focus) [DEC]

Academic administrative position, reports to Executive Dean

- Coordinates DEC graduate programs
- Coordinates graduate student recruiting and retention
- Coordinates graduate course scheduling and staffing within the college
- Coordinates graduate program development and marketing
- Plans and manages graduate program budgets
- Coordinates the development and implementation of college-level graduate program academic policies and procedures
- Implements graduate program assessment and accreditation plans
- Supports faculty professional development
- Works collaboratively within the college and school to develop external relations (i.e., alumni, industry, government, community, etc.)
- Works collaboratively within the college and school on advancement and development efforts (i.e., fundraising & relationships) as directed by the Executive Dean

Faculty Advising Advocate

Faculty position with one course release each semester (3/3 load) or stipend

Term: 3 year term, with no more than 2 terms.

Reports to Executive Dean

- Serves as liaison with Director of Learning and Advising Center to coordinate and disseminate new and updated advising information, university policies, and procedures to all advisors and students in the college
- Collaborates with college advisors to monitor, support, and advise students on academic and judicial probation, and assist students experiencing academic or personal difficulty, including attending meetings with and holding discussions with parents.
- Communicates through Learning and Advising with the University's Student Intervention Team (SIT) and Student Behavioral Action Team (SBAT)
- Collaborates with Associate Dean, program directors, and faculty to organize and promote group advising in the college around topics such as study abroad, career and internship services, etc.
- Works with program directors to assign upper level advisors.
- Keeps the Executive/Academic/Associate Deans up to date on advising issues
- Serves as a professional development resource for faculty new to student-centered advising practice
- Assists students as requested when changing majors
- Serves as liaison with faculty, students and Dean of Students Office for Academic Integrity issues/infringements in the college
- Manages students returning to finish degree, and coordinate faculty review of "aged" credits, i.e. courses taken 10 or more years ago (if necessary)
- Serves on Advising Task Force chaired by the Director of Learning and Advising and related committees, as developed.
- Insures that advising technology, reports, and web advisor supports the advising mission in the college
- Insures that advising files are properly maintained for all students in the college.
- Supports START sessions

Faculty Nexus Learning Advocate

Faculty position with one course release each semester (3/3 load) or stipend

Term: 3 year term, with no more than 2 terms.

Reports to Executive Dean

- Works with the Director of the Center for Teaching Innovation and Nexus Learning to coordinate and administer new and existing Nexus Learning initiatives in the college
- Collaborates with Associate Dean, program directors, coordinators and faculty to organize and promote faculty development for full and part time faculty to support their teaching, scholarship and service
- Actively seeks opportunities to promulgate and support Nexus Learning pedagogies and practices.
- Collects and disseminates information about effective teaching practices that lead to engaged learning
- Collaborates with the Director of the Center in planning and implementing mentoring programs and support for new faculty.
- Serves as liaison to, and participates in, new faculty orientation for full time faculty.
- Organizes adjunct faculty orientations each fall and spring for the college
- Serves on Center for Teaching Innovation and Nexus Learning support groups (eg advisory board).

Faculty Assessment Advocate

Faculty position with one course release each semester (3/3 load) or stipend

Term: 3 year term, with no more than 2 terms.

Reports to Executive Dean

- Coordinates assessment of student learning in the college
- Serves as liaison between faculty, program directors, Deans and Provost's Office to support program reviews
- Follows up with program directors and coordinators on the implementation of assessment plans
- Prepares annual college assessment report
- Keeps assessment grids/plans for the programs of the college up-to-date on the University website
- Works actively with faculty to support and develop assessment practices in the college
- Serves on University Assessment of Student Learning Committee and related committees, as developed.

Program Director

Presently: faculty position with stipend and course release OR academic administrative position

- Responsible for program-level strategic planning
- Works with faculty to manage the curriculum, assessment and revision
- Manages the hiring process and teaching assignment process for faculty
- Is responsible for evaluation, faculty development for adjunct and full-time faculty (related to the program and its instruction and assessment).
- Oversees evaluation of transfers, degree audits/certifying officer, pre-requisite review, waivers and substitutions (in the curriculum), change catalog year, minors, and course equivalencies for study abroad.
- Oversees accreditation and program review processes
- Secures external funding for program
- Develops curriculum related external partnerships or sites (such as industry partnerships, or clinical site development)
- Handles student complaints and retention issues
- Works with assessment coordinator to align program assessment practices with University assessment plan

Graduate Program directors also....

- Prepare and monitor budgets
- Responsible for Admissions (recruitment, application, interviews, etc)

Program Coordinator

Faculty with either stipend or course release

- Works with faculty to manage the curriculum, assessment and revision
- Is responsible for adjunct faculty hiring
- Oversees evaluation of transfers, degree audits/certifying officer, pre-requisite review, waivers and substitutions (in the curriculum), minors, and course equivalencies for study abroad.
- Oversees accreditation and program review processes
- Handles student complaints and retention issues