

Sam Houston State University Human Resources

Staff Classification Description – Dean of College – College of Business Administration

Skill Category: Executive/Administrative

Position (Employee) Class: 1M150 (E1)

Grade: NC

Date: 08/2023

Department: Division of Academic Affairs

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. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

Nature & Purpose of Position: Provides 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: Works under minimum direction. Reports to the Provost and the Sr. Vice President for Academic Affairs. Directly supervises support staff personnel.

Primary Responsibilities: Responsibilities and duties include but are not limited to the following: 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. Representing the college to all other intra-university academic and non-academic administrative areas. Directing the development of semester course offerings and class schedules in the interest of ensuring that student and institutional needs are met. Participating in the development of academic policy through membership on the Academic Policy Council. Continuing professional self-growth and development through study, memberships, participation in education seminars. Administering agreements entered into between the university and other agencies. Representing the college at meetings and programs as assigned by the VPAA or President. Ensuring college compliance with pertinent federal, state, and university affirmative action and equal employment opportunity policies. Serving on university committees, councils, and advisory groups as assigned by the President or by the Vice President for Academic Affairs. Developing and implementing academic programs that will serve the various needs of the students who attend the college. Initiating and maintaining an on-going process of curriculum improvement, revision, and development, encouraging faculty participation and input. 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. Liaison with other university academic units for interdisciplinary program development. Developing, implementing, and evaluating degree curricula and other instructional programs in conjunction with college curricular committees. Developing an intellectual, innovative and cooperative atmosphere conducive to the professional growth of faculty, and to provide faculty with opportunities commensurate with their abilities. Making recommendations to the VPAA for employment and retention of personnel assigned to the college in accordance with affirmative action policy. Directing the development of viable instruments to implement effective staff evaluation procedures. Initiating and maintaining in-service projects to provide career development opportunities for faculty and academic supervisory personnel. Maintaining confidential faculty personnel records as necessary. Functioning as ombudsman for the faculty within the college. Coordinating communication, articulation, and understanding among college personnel and other university departments. Coordinating the activities and services of designated college advisory committees. Liaison with division heads and or department chairpersons on academic programs and student matters. Fostering an institutional attitude and developing a team concept for university unity. Articulation with other colleges in the university to afford exchange of ideas, information, and resources. Promoting and encouraging an understanding of the college and its purposes and objectives for the academic community. Keeping the VPAA informed of activities and developments in the college. Liaison as needed with other academic institutions and with business and industry in the development of joint endeavors and external programs. Actively encouraging the development of proposals for grant funds, contracts and gifts for the implementation of funded projects. Supervising the conduct of all intra-college students matters including recruitment, admissions, advisement of majors, registration, academic progress and status, graduation, appeals, and grievances. Developing budget recommendations, addressing all areas of college activity. Establishing appropriate budget control procedures to ensure college operations within limits established by the approved budgets. Performs other related duties as assigned.

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

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

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. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. 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.