

Sam Houston State University Human Resources

Staff Classification Description – Dean of College – College of Humanities and Social Sciences

Skill Category: Executive/Administrative

Position (Employee) Class: 1M150 (E1)

Grade: NC

Date: 02/2020

Department: Division of Academic Affairs

Educational & Experience Requirement: Terminal degree in the humanities, social sciences or related fields required with a preference for a terminal degree in a discipline in one of the College's departments; demonstrated successful experience in academic administration; evidence of scholarly and professional achievement that will merit a tenured faculty appointment at the rank of professor in one of the eight departments within the college; demonstrated ability to communicate clearly and effectively with all constituencies; and demonstrated success in developing external funding and fund-raising from private and public sources. Experience in administration, budget management, personnel management, and strategic planning is expected. A combination of education, experience, and training that would produce the required knowledge and abilities would be considered.

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: Provides leadership in developing both long-range and short-range plans, ensuring the compatibility of these plans with the philosophy and objectives of the college, and in implementing the approved plans and programs. Represents the college to all other intra-university academic and non-academic administrative areas. Represents the college at meetings and programs as assigned by the Provost and Vice President of Academic Affairs (VPAA) or President. Directs the development of semester course offerings and class schedules in the interest of ensuring that student and institutional needs are met. Directs the development of viable instruments to implement effective staff evaluation procedures. Initiates and maintains in-service projects to provide career development opportunities for faculty and academic supervisory personnel. Participates in the development of academic policy through membership on the Academic Policy Council. Continues professional self-growth and development through study, memberships, participation in education seminars. Administers agreements entered into between the university and other agencies. Ensures college compliance with pertinent federal, state, and university affirmative action and equal employment opportunity policies. Serves on university committees, councils, and advisory groups as assigned by the President or by the Vice President for Academic Affairs. Develops and implements academic programs that will serve the various needs of the students who attend the college. Initiates and maintains an on-going process of curriculum improvement, revision, and development, encouraging faculty participation and input. Develops 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. Develops, implements, and evaluates degree curricula and other instructional programs in conjunction with college curricular committees. Develops an intellectual, innovative and cooperative atmosphere conducive to the professional growth of faculty, and to provide faculty with opportunities commensurate with their abilities. Develops budget recommendations, addressing all areas of college activity. Makes recommendations to the VPAA for employment and retention of personnel assigned to the college in accordance with affirmative action policy. Maintains confidential faculty personnel records as necessary. Functions as ombudsman for the faculty within the college. Coordinates communication, articulation, and understanding among college personnel and other university departments. Coordinates the activities and services of designated college advisory committees. Liaison with division heads and or department chairpersons on academic programs and student matters. Fosters 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. Promotes and encouraging an understanding of the college and its purposes and objectives for the academic community. Keeps 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 encourages the development of proposals for grant funds, contracts and gifts for the implementation of funded projects. Supervises the conduct of all intra-college students matters including recruitment, admissions, advisement of majors, registration, academic progress and status, graduation, appeals, and grievances. Establishes appropriate budget control procedures to ensure college operations within limits established by the approved budgets.

General responsibilities include allocating and supervising disbursement of funds; translation of 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. Performs other related duties as assigned.

Other Specifications: Visionary leader with demonstrated experience in a related field; proven skills in academic administration, resource management and program formation and demonstrated evidence of strong communication and interpersonal skills with an effective track record of working collaboratively with faculty, staff, students, alumni and donors. Demonstrate strong interpersonal skills and ability to coordinate multiple departments as well as cultivate an environment of collaboration. Value and encourage the creative process. Have a notable record of accomplishment in strategic planning, fundraising, alumni outreach and community and external audience outreach. Exhibit notable experience in academia or the private/public sector. Possess the skills needed to identify, build and maintain relationships with external constituents. Have experience leading a unit through the accreditation process. Have experience with both graduate and undergraduate program administration.

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.