

## Sam Houston State University Human Resources

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### Staff Classification Description – Dean of College of Criminal Justice and Director of the George J. Beto Criminal Justice Center

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M153 (E1)

**Grade:** NC

**Date:** 09/2016

**Department:** Division of Academic Affairs

**Educational & Experience Requirement:** Earned doctorate in Criminal Justice or related discipline. Proven experience with a record of scholarly achievement that merits appointment as a full professor with tenure; prior experience as a faculty member at a college or university; demonstrated administrative academic experience and financial expertise; competent leadership, and the communication skills necessary to promote positive collaborations with academics, practitioners, public officials, and the student body. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Oversees the activities of faculty and staff in the College of Criminal Justice and the George J. Beto Criminal Justice Center. Functions as the chief academic officer of the College of Criminal Justice. Responsible for the oversight of the Correctional Management Institute of Texas (CMIT), and the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT).

**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:** General Administration: Provides 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. Represents the College to all other intra-university academic and non-academic administrative areas. 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 Institute programs and training schedules to assure the goals of the Legislative mandate are met. Participates in the development of academic policy through membership on the Academic Policy Council and Council of Academic Deans. Administers agreements entered into between the university and other agencies. Represents the College and Center at meetings and programs as assigned by the Provost or President. Ensures College and Center 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 Provost.

Curriculum and Instruction: Develops and implements academic programs that will serve the diverse needs of the students who attend the College and Center. 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 innovative 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.

Faculty Matters: Develops an intellectual, innovative and cooperative atmosphere conducive to the professional growth of faculty and to provide faculty with opportunities commensurate with their abilities. Makes recommendations to the Provost for employment and retention of personnel assigned to the college in accordance with affirmative action policy. 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. Maintains confidential faculty personnel records as necessary. Functions as ombudsman for the faculty within the College and Center.

College Organization and Communication – Internal: Coordinates communication, articulation, and understanding among College and Center personnel and other university departments. Coordinates the activities and services of designated College and Center advisory committees. Liaison with division administrators and/or department chairpersons on academic programs and student matters. Fosters an institutional attitude and developing a team concept for university unity.

College Organization and Communication – External: Communicates with other colleges in the university to afford exchange of ideas, information, and resources. Promotes and encourages an understanding of the College and Center and its purposes and objectives for the academic community. Keeps the Provost informed of activities and developments in the College and

Center. Liaison as needed with other academic institutions and with business and industry and Federal, State and local entities 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. Develops budget recommendations and addressing all areas of College and Center activity. Establishes appropriate budget control procedures to ensure College and Center operations within limits established by the approved budgets. Exercises control over Special Item appropriations in accordance with the Legislative Mandate. Continues professional self-growth and development through study, memberships, participation in educational seminars, publications, and other professional activities as appropriate to the position. Performs other related duties as assigned.

**Other Specifications:** As required to discharge duties effectively and efficiently. 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.**