

Dean of the College of Education
Position Description
Position #4129
Graham Hall 321A

The essential roles of the Dean include serving as:

- Academic leader of the College of Education.
- Representative of the College of Education to the rest of the University, particularly to the University's leadership.
- Representative of the University's leadership to the College of Education.
- Steward of the resources of the College of Education.
- Representative of the College of Education and the University to external stakeholders, e.g. alumni, donors, private sector partners, members of advisory boards.

Accordingly, the Dean's responsibilities include, but are not limited to:

- Leading the College of Education in developing a mission and setting of goals consistent with the University's mission, keystone goal, core values and strategic imperatives.
- Providing oversight and management to the fiscal affairs of the College of Education.
- Supervising, evaluating and supporting department/schools/centers and academic and administrative programs in the College of Education in a manner that supports excellence in: teaching and learning; research, scholarship and artistry; and outreach, service and engagement. Related activities may include coordination of program development, assessment, review, revision and/or deletion.
- Following University policies and procedures and relevant shared governance processes to provide recommendations to the Executive Vice President and Provost regarding sabbaticals and other leaves for faculty and staff in the College of Education, as well as recommendations relative to all personnel matters involving faculty and staff, including: appointment, reappointment, retention assignment of workload, termination, dismissal; compensation; professional development; merit tenure and/or promotion.
- Managing effective communication among students, faculty, Chairs and other academic unit personnel within the College of Education.
- Working collaboratively with the Division of University Advancement, the Executive Vice President and Provost, and the President to develop, lead and encourage fundraising in support of the College's goals and the goals of its departments, programs and initiatives

Communicating effectively with various constituencies with the University, surrounding community and Stage regarding the College of Education.

The Dean shall also perform such other duties and responsibilities as may be assigned from time-to-time by the Executive Vice President & Provost of the University that are customary for the role of the Dean of the College of Education.

The Dean shall report to the Executive Vice President & Provost of the University and shall provide reports as requested by the Executive Vice President & Provost. The Dean shall be reviewed in accordance with the University policies and procedures.

The dean agrees to comply with all Federal and State laws such as, but not limited to, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The parties acknowledged that the Dean of the College of Education is considered a “Campus Security Authority” and as such the Dean shall perform duties consistent with that title including prescribed training and the requirement of reporting certain crimes involving University personnel and/or students.

The Dean agrees to comply with the federal and state laws, regulations and rules, University Board of Trustees Bylaws and Regulations, accreditation requirements and University policies and procedures.