Dean, Fine Arts and Communication

Job Code 00000963

**General Description**
Responsible for providing overall leadership and administration to the College of Fine Arts and Communication.

**Examples of Duties**
- Advise the VPAA on matters related to Academic Affairs policies, faculty personnel programs, and academic budgeting policies.
- Develop and implement policies and procedures related to college operations.
- Ensure the accuracy and quality of all publications originating within the college.
- Supervise, department, and program budgets, and salary review cycle by reviewing, allocating, and authorizing expenditures.
- Recommend, approve, and supervise curricular and program development within the college.
- Serve as a representative of the college to other colleges and divisions within the University and constituencies outside of Texas State.
- Make recommendations on personnel actions.
- Certify college candidates for graduation.
- Supervise and approve degree outlines and degree summaries.
- Meet with students, parents, and potential students to encourage and assist them with any issues or problems they may be having within the college or university.
- Ensure that appropriate accreditation are received and maintained within college departments and programs.
- Ensure colleges and programs comply with accreditation standards.
- Assist in planning new and renovated facilities within college.
- Oversee the development and implementation of a strategic plan for the college.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University policies, of scholarly activities; of school’s scholarly fields of study.

**Skill in:** providing leadership to college; in working with CAD members and others in effective manner, in interacting with parents, students, faculty, staff, and others; in developing and implementing policies; in providing leadership for the college.

**Ability to:** understand complex policies and procedures, scholarly journals, correspondence and curricula; to write policies, correspondence, reports, and articles for scholarly journals; to track budgets, descriptive and inferential statistics and other math depending on field of study; to speak to both
individuals and groups of people; to ensure effective allocation of resources; to manage diverse groups of faculty and staff; to serve on committees; to raise funds and other resources.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
None.