Dean, University College

Job Code 0000970

General Description
Responsible for providing overall leadership and administration to the University College.

Examples of Duties
Advising the VPAA on matters related to Academic Affairs policies, faculty personnel policies, proposed changes to academic programs and the academic budgeting process.
Develop and implement policies, procedures and overall direction related to college operations.
Ensure accuracy and quality of all publications originating within the college.
Supervise college, 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.
Provide scholarly and professional leadership to the college by maintaining expertise in field of study.
Make recommendations regarding personnel actions.
Certify college candidates for graduation.
Supervise and approve degree outlines and summaries.
Resolve problems for students or parents.
Ensure colleges and programs comply with accreditation standards.
Assist in planning and renovating facilities to ensure that the college’s facilities are adequate.
Ensure the development and implementation of a strategic plan for the college.
Develop curriculum, teach, develop tests, and grade student work for academic courses.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: University policies; scholarly activities in field of study; the college’s scholarly field of study.

Skill in: Preparing policies, correspondence, reports, articles and scholarly journals; providing leadership and interacting with students and parents;

Ability to: Perform basic math; develop and implement effective policies; speak persuasively to groups and individuals; raise funds and other resources; provide leadership; serve productively on committees and workgroups.
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