

Dean, Business Administration

Job Code 961

General Description

Responsible for providing overall leadership and administration to the McCoy College of Business Administration.

Examples of Duties

Oversee the development and implementation of a strategic plan for the college that aligns with the mission, goals, and priorities of the University.

Provide leadership for the strategic, academic, and administrative affairs of the college.

Advise the Provost and Vice President for Academic Affairs, engage with the Council of Academic Deans, and advocate for the college on matters related to institutional planning, policy, personnel decisions, budgeting, shared governance, and other academic activities.

Foster an innovative, collaborative and inclusive environment that values and leverages diverse perspectives to attract and retain faculty, staff, and students.

Build and strengthen relationships with internal and external stakeholders to support the college's educational, scholarly, research, and/or fundraising goals.

Certify college candidates for graduation.

Facilitate the development, approval, and implementation of academic programs, advising services, and college initiatives to support student success.

Oversee accreditation, academic program review, assessment, and other processes for continuous improvement of the college's activities and programs.

Develop and advance an active research, scholarly and/or creative culture for the college through administrative support, compliance and integrity, and faculty workload and performance expectations.

Recruit, retain, and support qualified faculty, staff, and academic administrators in the college.

Review and approve personnel actions for faculty, staff, and academic administrators in the college.

Serve as chief fiscal agent and steward of the college's budget by monitoring, reviewing, and authorizing workload credit, resource allocation and expenditures within the college.

Knowledge, Skills, and Abilities

Knowledge of: University and Academic Affairs policies; strategic planning processes; trends in higher education.

Skill in: Working with internal and external constituents in collegial manner; communicating effectively with individuals and groups about the mission of the college and University; developing and implementing plans and policies.

Ability to: Understand complex policies and procedures, reports, scholarly journals, data and statistics, correspondence, and curricula; analyze and oversee multiple budgets; manage diverse groups of faculty and staff.

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