UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, Arts & Sciences

DIVISION: Academic Affairs

REPORTS TO: Dean, College of Arts & Sciences

GRADE: 18

SUPERVISES: Professional, administrative, technical, clerical, maintenance and custodial support staff

BASIC FUNCTION:

Responsible for the supervision, advocacy and support of several programs and departments in the social sciences, natural sciences, and mathematics in the College of Arts and Sciences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as liaison to the following: University College, Freshman orientation, URI 101 advisory committee, the Research Office, and Commencement.

Work in a demanding, fast-paced high stress environment.

Responsible for the management and support of the General Education Program.

Work with the other Associate Dean and the Business Manager to advise the Dean on budgetary policies, procedures, resource allocation, and oversight of personnel budgets.

Oversee search and screening procedures, and compliance with Affirmative Action policies and procedures.

Advise the Dean on criteria/procedures for the evaluation of faculty performance, including recommendations for annual review, promotion, tenure, and renewal.

Coordinate reviews and appointments of department chairs.

Review and make recommendations for faculty leaves of absence, including sabbaticals, educational leaves, and leaves without pay.

Supervise the updating of the College Website and appropriate links.

OTHER DUTIES AND RESPONSIBILITIES:

Work closely with the department chairs and Dean, in consultation with the Vice Provost and Assistant Provost, to plan College staffing in light of curricular needs, opportunities, and resources.
Assist the Dean as needed in recruitment, alumni, and advancement events.

Fulfill other assignments as deemed necessary by the Dean.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, spreadsheet software and statistical software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Experience as a tenured full professor in the College of Arts and Sciences at the University of Rhode Island, including the appropriate terminal degree in her/his academic field required. Exemplary administrative experience as a department chair, graduate program director, or principal investigator of major grants preferred. The following are required: demonstrated excellence in teaching, research/creative activities, and outreach; strong commitment to liberal undergraduate and graduate education; excellence in oral, written, computer, and interpersonal communication skills; demonstrated ability to work collaboratively on a management team; demonstrated ability to work with database management, statistical analysis, and spreadsheets; demonstrated ability to manage information with meticulous attention to detail. Must be available to work nights and weekends, particularly during the annual review period. Background in Social Sciences, Natural Sciences, or Mathematics preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Class Code: 0292A
Position #: (NUNC).............
Developed by: SG
Reviewed by: .................
Approved by: .................
Date: 7/00