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Position #:(NUNC)...(E)
Developed by:.....JR
Reviewed by:.....DLJ,LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean for Undergraduate Studies, Arts & Sciences

DIVISION: Academic Affairs (Arts & Sciences)

REPORTS TO: Dean, College of Arts & Sciences

GRADE: 18

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

BASIC FUNCTION:

As an administrator within the University organizational structure, perform primary leadership and management roles in all matters pertaining to undergraduate education in the College. Assist and advise the Dean on all matters of administration, including: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, and terminations; student success initiatives involving retention, advising, and career development; curriculum development and review; experiential learning; data analysis on student success; and student academic support services within the college. Serve as a member of the college leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collaborate with the college leadership team to supervise and support programs, initiatives, and departments in the College of Arts & Sciences (A&S).

Work with faculty and Assistant Dean of JEDI to develop, oversee, and assess student success initiatives in the College, including programs to increase student retention, expand career development opportunities, and disseminate best practices and current research in these areas to the College community.

Serve as College Curriculum Committee and Assessment Committee liaison for the Dean's Office.

Develop policies and procedures for effective advising in the College and serve as supervisor for College's professional advisors.

Work with Dean's Office staff to provide guidance on course schedules, particularly in relation to student success.

Work with Dean's Office staff and community and industry leaders to develop experiential education and career development opportunities for students.

Gather, analyze, and effectively present data regarding enrollment, retention, and time to degree to the Dean's Office staff and broader College community.

Collaborate with the Dean, Associate Deans, and Chairs in budget preparation, staffing, planning, and evaluating all aspects of the College.

Assist the Dean as needed in alumni, advancement, and development events.

Assist the Dean with analysis and effective use of academic space for undergraduate program curriculum delivery.

Cultivate constructive relationships with chairs and faculty. Coordinate reviews and appointments of Department Chairs and other faculty positions in the college.

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

Collaborate with College Committees and other University offices, including other Dean's Offices, the Faculty Senate, Human Resource Administration, Enrollment Services, the Graduate School, University College, Honors, Equal Opportunity, Community, Equity and Diversity, and Admission.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

May assume responsibility for the College in the absence of the Dean.

Represent A&S and lead special projects as assigned by the Dean.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers, electronic mail, scheduling and calendar programs, word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctoral degree; Demonstrated record of teaching and research excellence to warrant tenure and be eligible for appointment at the rank of Full Professor in an academic department or program in the College; Minimum three years of professional experience as a program director, department chair, or in a university or college level leadership position; Demonstrated success in effective undergraduate advising; Demonstrated successful track record of participating in and/or developing student success initiatives centering on student retention and career development; Demonstrated familiarity with data gathering and analysis as it relates to measuring key student success metrics; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Doctoral degree and research profile in the area of Media and Communication or a social science discipline in an academic department in the College; Minimum three years administrative experience as an Associate Dean or Department Chair; Demonstrated experience leading new initiatives from design to implementation to review; Demonstrated experience with online programs; and Demonstrated in-depth knowledge of the latest research and strategies relating to student success.

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