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Position#: (NUNC) . (E)  
Developed by: DD  
Reviewed by: DLJ;LK  
Approved by: . LK  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Associate Dean for Teacher Education, College of Education and Professional Studies (CEPS)

**DIVISION:** Academic Affairs (CEPS)

**REPORTS TO:** Dean of the College of Education and Professional Studies (CEPS)

**GRADE:** 17

**SUPERVISES:** Professional, and administrative staff

**BASIC FUNCTION:**

Oversee and support the innovations, developments, assessment, and accreditation of teacher education programs in the College: college committees, faculty-generated proposals related to teacher education, routinely occurring activities, undergraduate and graduate teacher education curriculum, and searches. Assist the Dean with strategic planning, public relations, annual review, and other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve on the College Leadership Team.

Advise the Dean on matters of strategic importance to the College's mission specific to teacher education.

Innovate and advance curricular and programmatic goals in teacher education, in collaboration with college leadership.

Identify and facilitate external funding initiatives that amplify the impact of teacher education.

Collaborate with college and university leadership to set and achieve enrollment goals for teacher education programs.

Lead teacher education program accreditation and review, including compiling and submitting associated reports to university bodies and external accreditors.

Collaborate with the faculty leads, Associate Dean of Research and Faculty Development to oversee the course schedule and offerings.

Identify, hire, and oversee part-time instructors for teacher education courses and clinical supervision.

In collaboration with marketing staff, develop a plan for strategically communicating about URI teacher education programs.

Serve as co-chair of the College Curriculum Committee.

Formulate policy and represent the College in the curricular and academic matters of the university.

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, tenure, salary increases, terminations, salary review; planning; and program evaluation and review.

Work collaboratively with the College Leadership Team to manage student conduct and crisis for CEPS students.

In collaboration with the Assistant Dean, authorize changes of student status, such as dismissals, sanctions, withdrawals, late drop/add and fee reassessments.

When necessary, represent the Dean to the academic community, the central administration and to external agencies, and carry out the duties and responsibilities in the Dean's absence.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; word processing, spreadsheet and database software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Earned Doctorate; Demonstrated evidence of tenured associate or full professorship position at an accredited institution of higher education; Demonstrated record of scholarship related to teacher education; Demonstrated record of external research funding; Demonstrated experience with, and commitment to antiracism, diversity, equity, justice and inclusion in research and teaching; Demonstrated experience with state and/or national teacher education accreditation; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to colleagues; Demonstrated ability to prepare and present studies and reports; Demonstrated ability to prepare and deliver oral presentations before small, medium and large groups of people; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience as a leader of teacher education programs; Demonstrated evidence of [inter]national reputation as a leading scholar in teacher education; Demonstrated evidence of innovation in clinical practice in teacher preparation; and, Demonstrated experience developing and strengthening school-university partnerships.

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