

Class Code:..0292A-2018
Position #: (NUNC)... (E)
Developed by:.....JR
Reviewed by:.....DLJ,LK
Approved by:.....LK
Date: 07/00;04/13;03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, Arts & Sciences (A&S)
DIVISION: Academic Affairs (Arts & Sciences)
REPORTS TO: Dean, College of Arts & Sciences
GRADE: 18
SUPERVISES: Professional, administrative, technical, clerical,
maintenance and custodial staff

BASIC FUNCTION:

The position of Associate Dean is an administrative position within the University organizational structure. The general duties and responsibilities will include a leadership and management role in teaching, research, and service/outreach programs. The Associate Dean will assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, and terminations; research program focus, evaluation, and review; and, curriculum development and review. The successful candidate will serve as a member of the college administration as one of three Associate Deans. The specific portfolio of responsibilities will depend on the individual's strengths, interests, and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with supervision, advocacy, and support of programs, initiatives, and departments in the College of Arts & Sciences.

Oversee program planning, priority setting and outcome assessments.

Cultivate and maintain working relationships with Department Chairs and faculty.

Integrate faculty into ongoing research initiatives as well as inclusion of faculty in the development of new research programs.

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

Work with Department Chairs, Associate Deans, and Dean to plan college staffing in departments in A&S.

Serve as liaison to designated College Committees.

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

Coordinate reviews and appointments of Department Chairs. Work with the Dean to advise on the activities, curriculum students, budget, and personnel of assigned units.

Review and make recommendations for faculty leaves of absence, alternative work assignments, including educational leaves and leaves without pay.

Work collaboratively with departments, the Dean and other A&S Office staff to conduct regular program evaluations (such as NEASC; program review; departmental assessment.)

Work collaboratively with the Dean and Dean's Office staff in developing, assessing, and implementing policies and procedures for A&S.

Work collaboratively with the Dean, Dean's Office staff, and Chairs in developing and implementing strategic planning for A&S.

Work collaboratively with the Dean's Office staff and A&S departments to continue assessment processes and support departmental efforts.

Advance student enrichment opportunities in the College (e.g. honors program; study abroad; service learning; internships.)

Process appropriate paperwork on behalf of the Dean, and review correspondence and drafts of reports and plans as requested.

Assist the Dean with the implementation of the College Strategic Plan, while working with other University offices, including other Dean's Offices, the Faculty Senate, Human Resource Administration, Enrollment Services, the Graduate School, University College, Honors, Affirmative Action, Equal Opportunity and Diversity, Admissions, and others.

Assist the Dean with oversight of on-going building repair, renovation, and construction issues as appropriate.

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

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

Supervise work of one full-time senior word processing typist and work collaboratively with the entire Dean's Office team.

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.

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: Doctoral degree from a department or program in Arts & Sciences; Demonstrated experience as a tenured full professor in the College of Arts & Sciences; Minimum three years of professional experience in Arts & Sciences or University leadership; Demonstrated experience in teaching; Demonstrated ability to work collaboratively on a management team; Demonstrated experience in program development, implementation, review, and management; Demonstrated record of peer-reviewed publications; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to work with individuals and groups representing a wide range of academic and administrative interests; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience leading new initiatives from design to implementation to review; Demonstrated record of working with multiple disciplines and/or multi-disciplinary groups; Demonstrated experience in grant development; and, Demonstrated administrative experience as a department chair, graduate program director, or principal investigator of a major grant(s).

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