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Position #: (NUNC)...7344  
Developed by:.....TEP,LC  
Reviewed by:.....WAC,DLJ  
Approved by:.....RHL,LK  
Date:.....9/92;4/07;06/16

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

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

**DIVISION:** Academic Affairs

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

**GRADE:** 17

**SUPERVISES:** Assistant Dean; Professional, administrative, and clerical staff

**BASIC FUNCTION:**

Oversee and support the internal academic affairs of the College: college committees, faculty-generated proposals, junior faculty mentoring program, routinely-occurring activities, undergraduate and graduate curriculum, graduate admissions, searches and program accreditations. Assist the Dean with strategic planning, public relations, annual review and other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversee the course offerings for all CEPS programs.

Assist and support faculty development activities for full and part time faculty in CEPS as well as those who teach at the Feinstein Providence campus to ensure that they have the information and support they need to deliver exception courses.

Serve as chair of the CEPS curriculum committee.

Authorize changes of student status, such as dismissals, sanctions, withdrawals, late drop/add and fee reassessments.

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

Oversee graduate and undergraduate academic programs as well as non-degree programs.

Support chairs/directors in staff and faculty assignments, assessment and development.

Work collaboratively with the Assistant Dean, Director of the School of Education (SOE), and Dean of Students to manage student conduct and crisis for CEPS students and other URI students taking classes at the Feinstein Providence Campus.

Provide oversight for the Rhode Island dual and concurrent enrollment programs.

Collaborate with Deans, Vice Presidents and Department heads in Kingston to ensure that the Providence campus services and activities align with university policy, procedure and precedent happening in Kingston (e.g., student services, student conduct, enrollment management, IT, security).

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.

Coordinate and support college-wide committees.

Serve as chief college representative on University-wide committees, such as the Faculty Senate, Curricular Affairs Committee, JCAP, and the Academic Affairs Diversity Task force, as well as other university-wide committees.

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.

In conjunction with the Marketing Manager, oversee CEPS publications and website development.

**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 University of Rhode Island associate or full professorship; Minimum seven years' experience in higher education in faculty roles and/or administration; Demonstrated leadership experience in a higher education setting; Demonstrated experience working with collective bargaining processes; Demonstrated proficiency in written communication skills; Demonstrated ability to organize and coordinate; Demonstrated ability to supervise staff; 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 strong interpersonal and verbal communication skills; 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 record of scholarship.

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