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Position #:.....(NUNC) 8050
Developed by:..... LAD
Reviewed by: SG
Approved by: LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, Engineering /Student Affairs
DIVISION: Academic Affairs (College of Engineering)
REPORTS TO: Dean of Engineering
GRADE: 19
SUPERVISES: Clerical Support Staff and Academic Advisors

BASIC FUNCTION:

Provide vision, leadership and support for all academic programs, educational policy, curriculum development, student recruitment and retention, outreach, and assessment in the College. Assist the Dean in the administration of the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the academic advising of engineering undergraduate students within the College and at University College (UC) through the development and implementation of effective advising strategies and improvement to the advising process and procedures.

Chair the College's Assessment Committee. Provide guidance for the development and implementation of effective assessment strategies. Coordinate engineering program accreditation activities for accreditation by ABET, Inc. (Accreditation Board for Engineering and Technology). Prepare the College's portion of the self-study report for ABET, Inc.; facilitate and guide development of program accreditation self-study reports by departments; oversee and coordinate preparations for accreditation visits.

Coordinate the collection of data regarding applications, admissions, enrollment, scholarships, freshman surveys, benchmarking surveys, exit interviews, and outcomes assessment for various College reports. Prepare College-wide surveys and reports for the Accreditation Board for Engineering and Technology (ABET, Inc.), the American Society for Engineering Education (ASEE), the Engineering Workforce Commission (EWC), the National Science Foundation (NSF), and others organizations, as necessary.

Coordinate all activities of the Engineering Living and Learning Community (ELLC). Develop the annual program; interview, select and oversee progress of the Resident Academic Mentors (RAMs) and their ELLC activities; coordinate move-in day activities; and conduct annual assessment surveys of all ELLC residents. Meet with Housing and Residential Life annually to review College's expectations for the ELLC.

Update the Degree Progress Report (e-Campus degree audit) with Enrollment Services. Post transfer credits to student transcripts. Maintain and update student paper and electronic records. Conduct degree audits and exit interviews with all potential graduates. Review final transcripts, evaluate completion of degree requirements for graduation, and certify eligible students for graduation.

Review students' schedules, progress, and status for compliance with New England Regional Students' Program (NERSP) requirements for regional tuition eligibility and with NCAA requirements to determine student athlete eligibility each semester.

Participate in the College's annual Commencement Ceremony and December Recognition Ceremony. Coordinate preparation of programs. Schedule support staff for ceremonies and receptions, and communicate with students regarding participation.

Provide guidance and assistance to departments in the preparation of curriculum proposals, course proposals, and other academic matters requiring College and Faculty Senate approval; maintain curriculum records; prepare reports for distribution to the College's faculty, the Faculty Senate Curricular Affairs Committee, and the Graduate Affairs Council. Coordinate with International Engineering Program (IEP) regarding all curriculum policies and issues.

Annually review and update engineering degree program requirements, the RI Board of Governors for Higher Education Transfer Guide for Students, including the Engineering Transfer Agreement, and the individual Engineering Program Transfer Plans. Regularly update the Transfer Evaluation System (TES) database with engineering course equivalencies. Develop standards and guidelines for evaluation of transcripts for all transfer students requesting to major in engineering programs, and for undecided engineering students in UC.

Develop effective College recruiting and retention strategies and coordinate their implementation. Present and discuss College programs at venues including Meet the University, Welcome Days, College Information Sessions, freshman and transfer student orientation sessions, and other events designed for interacting with potential students, new freshmen, transfer students, and their families at the University. Represent the College at transfer days at the Community College of Rhode Island (CCRI), and other similar events. Coordinate College faculty and student participation at these events.

Collaborate with and support activities of the College's Minority Student Recruitment and Retention Coordinator to develop and implement strategies that promote effective recruitment and retention initiatives for women and underrepresented minorities in engineering. Represent the College at high school outreach programs such as JETS, GAP, Upward Bound, T², the R.I. Science Fair, and other similar venues. Coordinate regular high school recruiting efforts.

Chair the College's Scholastic Standing Committee (SSC). Meet with faculty members to resolve student grievances and concerns, and improve teaching, following guidelines in *The University Manual*. Coordinate reviews of student petitions submitted to the SSC; serve as resource individual regarding student records and pertinent University legislation affecting the SSC's decision-making process. Review and notify undergraduates in academic jeopardy at the end of each semester.

OTHER DUTIES AND RESPONSIBILITIES:

Develop, promote and maintain a strong, vibrant, and sustainable academic support network for engineering students in the College; provide an open and welcoming environment for all engineering freshman to participate in ELLC support programs; encourage peer student mentoring within the College.

Regularly communicate with various support units on campus (i.e. Admissions, Career Services, Counseling Center, Disability Services, Enrollment Services, Housing and Residential Life, University College) to provide assistance for students with non-academic issues and inform faculty and administrators about changes in legislation affecting students.

Provide guidance to and oversight of various College-wide committees connected to student affairs. Coordinate activities of the College's Undergraduate Curricular Affairs Committee and the Graduate Curricular Affairs Committee.

Oversee annual updating of the College's undergraduate and graduate sections of the University Catalog.

Perform other duties as assigned by the Dean.

LICENSES, TOOLS AND EQUIPMENT: Personal computers and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS: The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Required Qualifications: Tenured professor status in one of the College's departments; demonstrated leadership and administrative experience; demonstrated experience in undergraduate student advising and curriculum development; excellent oral, written, computer and interpersonal communication skills; excellent organizational skills and demonstrated

ability to manage information with attention to detail; strong interdisciplinary scholarly skills; demonstrated experience with the accreditation/reaccreditation process for engineering programs through ABET, Inc.

Preferred Qualifications: Experience in development and teaching of new courses and improvement of student learning experiences; experience in undergraduate recruitment and retention; experience with graduate programs and curricula; and demonstrated commitment to diversity.

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