

Class Code: 0465-2017
Position #: (NUNC) (E)
Developed by:AJ
Reviewed by: DLJ
Approved by:LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Dean, College of Arts and Sciences

DIVISION: Arts and Sciences

REPORTS TO: Provost

GRADE: 22

SUPERVISES: Faculty, professional, technical and clerical support staff

BASIC FUNCTION:

Reporting directly to the Provost and Vice President for Academic Affairs, the Dean serves as the academic leader and principal administrative officer of the College of Arts and Sciences -- the largest College in the University.

The Dean is responsible for leading college faculty in the development and realization of a vision rooted in innovative perspectives of liberal learning and scholarship, while sustaining robust programs of research, scholarship and creative work in the college. The Dean is also responsible for working to foster collaborative and interdisciplinary academic programs and research that reflect the emerging needs of the university, state, national and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Establish a compelling vision for the College and lead the College community in realizing that vision.

Provide leadership in creating a culture of creativity and innovation in curricula and for research, scholarship and creative work within a cohesive community of scholars and students across the College.

Encourage and support interdisciplinary learning and discovery in courses, programs, and centers across departments and colleges.

Lead efforts to highlight and promote international learning and research opportunities within the College.

Provide leadership to advance diversity in the curriculum and among students, staff, and faculty.

Lead with integrity and transparency and ensure that shared governance and ethical standards are imbedded in all decisions and practices.

Promote a climate of accessibility and achievement for students and faculty.

Create and sustain high quality and engaging academic experiences for students and ensure pathways for student success within innovative academic programs across the College.

Work with faculty and staff to develop and implement a College-based strategic and financial plan that aligns with the University's Strategic Academic Plan.

Work with the Office of the Provost and other Deans to align College initiatives and investments with University initiatives and the University's Academic Strategic Plan.

Manage human and financial resources effectively.

Establish performance expectations and college policies and support professional development for faculty and staff and understand and comply with all collective bargaining agreements.

Provide leadership in fundraising for the College and enhancement of alumni and community relationships, and external partnerships.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate or terminal degree from an accredited institution of higher learning; Demonstrated record of teaching and scholarly accomplishments necessary for appointment as a Professor with tenure; Minimum of five years of successful administrative, managerial, and/or planning experience in a complex higher education institution; Demonstrated ability to develop and manage strategic budgets and priorities; Demonstrated experience in working effectively with multiple stakeholders on- and off-campus and in building partnerships; Demonstrated ability to work with diverse groups/populations; Demonstrated leadership ability and management skills; Demonstrated ability to support human resource functions, including: establishing and reinforcing performance standards & associated policies, faculty development & advancement and conflict resolution; Demonstrated strong interpersonal and verbal communication skills; and, Demonstrated proficiency in written communication skills.

PREFERRED: Demonstrated experience working effectively with alumni and private donors to raise funds and advance programs; Demonstrated evidence of entrepreneurial, creative, and strategic thinking; Demonstrated ability to implement innovative curricula and/or programs; and, Demonstrated fundraising ability, constituency cultivation and external relationship building as part of a major comprehensive campaign.

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