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Developed by:..... DR;BQ
Reviewed by:.....DLJ
Approved by:.....LK
Date: ...07/87; 05/07; 08/17

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Associate Dean, College of Health Sciences (CHS)

DIVISION: Academic Affairs (CHS)

REPORTS TO: Dean, College of Health Sciences

GRADE: 18

SUPERVISES: Professional, administrative and clerical staff

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

Oversee graduate and undergraduate academic programs.

Assist and support faculty development activities.

Coordinate and support College committees.

Oversee College publications and website development.

Support chairs/director in faculty assignments, assessment and development.

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

Perform general administrative functions on behalf of the Dean.

Act as the Dean, as assigned, or for matters requiring attention when the Dean is not available.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer, 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 equivalent; Must be a tenured University of Rhode Island upper associate or full professor. Demonstrated significant experience in higher education in faculty roles and experience in or demonstrated potential for administration; Demonstrated leadership experience (e.g., department chair, graduate program director, principal investigator of a major grant, director of a significant program); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, and rules and regulations and communicate the interpretation to colleagues; Demonstrated ability to prepare and present detailed studies and reports; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Significant record of scholarship.

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