

Class Code:.....1211-Rev
Position #: (NUNC).... (E)
Developed by:.....WB
Reviewed by:DLJ
Approved by:.....LK
Date:.....05/16; 02/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean / Director, Harrington School
DIVISION: Academic Affairs
REPORTS TO: Dean, College of Arts and Sciences
GRADE: 18
SUPERVISES: Assistant Dean, Staff

BASIC FUNCTION:

Serve as the Associate Dean of Arts and Sciences and the Director of the Harrington School of Communication and Media. Oversee the Harrington School. Work with faculty to create the vision and mission for the School, bring together the programs in Communication Studies, Film Media, Journalism, Library and Information Studies, Public Relations, and Writing and Rhetoric. Establish and launch innovative programs of interdisciplinary teaching, research, and outreach to build a School of national distinction. The Harrington School will support over 30 tenure track faculty members, other instructional personnel, 1300+ undergraduate majors, and full and part-time graduate students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee administration and student recruitment.

Supervise and evaluate faculty.

Develop partnerships with the communication and media organizations and industry.

Develop and oversee new initiatives.

Manage the branding of the School to develop internal and external visibility.

Oversee strategic planning for the School.

Oversee renovation and construction of facilities and acquisition of equipment to support teaching, learning, research and creative work.

Help raise external funds. Maintain and further develop a corporate network of donors.

Assist with Harrington School Advisory Board.

Supervise faculty and staff.

Along with all faculty, engage in teaching, provide service, and conduct research and develop innovative pedagogy that is disseminated through publications and conference presentations and/or creative work.

Teach in an appropriate field of study housed in the School.

Establish a part time faculty budget and oversee assignment of part time faculty.

Approve of any release time and workloads for faculty.

Approve alternative work assignments and chair duties.

Align hiring proposals with the strategic plan and prioritizing of positions. Review and approve of position descriptions and search plans for new hires. Interview job applicants and determine salary offers upon consultation with the Provost and Vice Provost.

Ensure that course fees are spent appropriately in accordance with Faculty Senate and Administrative guidelines.

Conduct and co-sign lecturer reviews and promotions and tenure-track non-promotional annual reviews.

Review grant proposals.

Address academic integrity and grade appeals on behalf of the Dean and uphold the process and rights of students and faculty members.

Establish departmental/chair goals in the Harrington School.

Select mentors for new faculty and supervise the mentoring program.

Supervise administrative staff.

Review curricular proposals.

Collaborate with Dean's leadership team to fulfill the College mission and goals.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate and/or terminal degree; Tenured position in the URI College of Arts and Sciences; Demonstrated experience in higher education; Demonstrated understanding of communication and media technology; Demonstrated leadership experience; Demonstrated administrative experience; Demonstrated supervisory experience; Demonstrated experience in program building and/or global initiatives; Demonstrated strong interpersonal and oral communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in grant writing; Demonstrated ability to manage corporate and community outreach; and, Demonstrated ability to work with diverse groups/populations;

PREFERRED: Demonstrated record of achievement in support of fundraising; Demonstrated network of communication and media industry and higher education contacts; Demonstrated experience in communication and media industry; and, Demonstrated entrepreneurial skills.

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