

Job Code:.....101325
Position #: (NUNC) (E)
Developed by: RMW
Reviewed by:.....DLJ; LK
Approved by:.....LK
Date:..... 10/18; 02/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean, Engineering/Academic Affairs
DIVISION: Academic Affairs (College of Engineering)
REPORTS TO: Dean, College of the Engineering (COE)
GRADE: 19
SUPERVISES: Professional, technical and clerical support staff

BASIC FUNCTION:

Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, tenure, sabbatical leaves, terminations, salary reviews and workload planning; and academic program focus, evaluation, and review.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the recruitment for, and retention of students in all academic programs in the College.

Oversee all engineering program accreditation activities with Accreditation Board for Engineering and Technology (ABET). Assist in the development of the college sections of the self-study report for ABET Accreditation visits, and review and coordinate department self-study sections.

Responsible for oversight of the College's Curricular Affairs Committee and delegating faculty to serve on committees related to student affairs issues.

Provide leadership for issues related to the academic affairs of the College.

Participate in all meetings of the Enrollment Services Advisory Committee and serve on appropriate subcommittees of that committee.

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Connect with the Academic Enhancement Center, Departments of Math, Physics and Chemistry, to ensure the COE is aware of the latest trends and information related to supporting student success in their foundation coursework. Determine when and how it may be appropriate to coordinate academic support for foundation coursework and beyond.

Write letters of recommendation on behalf of the college for all students applying to Law schools, Medical schools and MBA programs.

Participate in College, Chair and Advisory Council meetings as needed.

Collaborate with the Dean, and Dean's administrative staff in budget preparation, planning, and evaluating all aspects of the College.

Oversee the College's Capstone design programs and accounts associated with it, i.e., 101 accounts.

Oversee the Engineering section of the Undergraduate and Graduate Bulletin, incorporating approved course and curriculum revision and staff changes.

Collaborate with the Dean, assistant dean, and faculty in ongoing assessment, development, and implementation of academic programs.

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

Provide support and assistance in the graduate education, research, and public service function of the College.

Be able to readily provide and analyze data related to the responsibilities of the position and at the direction of the Dean.

Complete other duties as assigned by the Dean of Engineering.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

Assume responsibility for the College in the absence of the Dean.

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: Earned doctorate; Minimum ten years of experience in engineering; Minimum five years of experience in higher education; Earned faculty rank of full professor; Demonstrated leadership experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated relevant experience in research; Demonstrated experience teaching courses in an institution of higher education; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; Demonstrated organizational skills; and, Demonstrated ability to work with diverse groups/populations.

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