

Position description: Division Dean

Division Deans are tenured faculty members appointed to lead the academic and administrative priorities of their division's faculty. They serve as a member of the Provost's Council and work to further the strategic plan and mission of the College.

Responsibilities:

Divisional Representation

- Meet regularly with the Provost's Council to address shared concerns across the academic program, engage in strategic thinking, and provide division perspective to the Provost in decision-making.
- Call meetings of the division where matters of common interest to the departments are discussed.
- Serve as liaison to Facilities Services for maintenance and construction projects impacting divisional programs.

Curricular Support

- Provide leadership of the division's academic program, which includes curriculum updates, master schedule changes, new degree programs, and new interdisciplinary programs.
- Support department assessment activities, and ensure that the results of those activities are used to improve quality, inform planning, and guide program development.
- Coordinate and facilitate the external review process for departments and programs in partnership with the Associate Dean.

Personnel Matters

- Provide support for department chairs, including around personnel issues.
- Facilitate faculty searches within the division, and provide oversight for contingent faculty searches. The initial position approval and ultimate hiring decision remains with the President and Provost.
- Make decisions on student grade appeals and/or complaints unable to be resolved at the department level.
- Implement professional development programming for new chairs.
- Provide support for academic administrative assistants in the division and facilitate in the process of hiring of new administrative assistants.

Resource Oversight

- Advise Provost on allocation of resources, including faculty lines.
- Coordinate course scheduling process with chairs to ensure adequate offerings for majors, minors, and general education students within budgetary constraints.
- Coordinate course caps and monitor seat numbers to ensure that a sufficient and balanced number are available to meet curricular needs and student demand.
- Provide oversight of departmental budgeting processes and spending plans. Approve Pcard charges for chairs of their departments.
- Coordinate spending of any division endowments.
- Coordinate and distribute Academic Initiative Funds (AIF).
- Align academic offices and teaching/research spaces with faculty needs.

Each Division Dean may have an additional area of oversight to be determined by the needs of college and the strengths/interests of the Division Dean.

Term and appointment: As part of the selection process of Division Deans, all faculty with voting rights in a division will be invited to submit nominations to the Provost. Qualifications for appointment as a Division Dean include experience as a department chair, program director, committee chair, or other significant leadership experience with an administrative component. After discussion with nominated candidates and consultation with Faculty Council leadership and Faculty Review Committee representatives, the Dean of the College/Provost will appoint the Division Dean.

Division Deans are appointed for three-year terms; terms will be staggered. Reappointment is allowed, but no person will serve more than six consecutive years or two consecutive terms, whichever is less.¹ The Division Dean must be a tenured faculty member from one of the division's constituent departments/programs and cannot simultaneously serve as department or program chair.

Division Deans are ineligible to serve as a faculty representative on the Faculty Council, Faculty Review Committee, Educational Policies Committee, General Education Committee, or Assessment for Improvement Committee during their term of service.

Compensation: Division Deans serve on a 12-month contract, with June and July at half-time service. Division Deans receive 12 credits of reassigned time each academic year, plus a stipend for their summer work. Faculty status and voting rights are maintained as long as the Division Dean maintains an instructional load of 12 credits.

In addition, each Division Dean receives an annual \$2500 professional development allowance. This allowance is in addition to their annual professional meeting allowance.

Preferred competencies

- Strong oral and written communication skills, including active listening
- Ability to identify and resolve daily issues and conflicts
- Ability to make data-informed decisions
- Creative problem solving skills
- Ability to think strategically
- Ability to work collaboratively
- Commitment to equity and inclusion
- Proficiency in academic budgets
- Competency in assessment practices
- Familiarity with academic course scheduling

Last revised 8.25.23

¹An exception was made for the four inaugural deans, whose first terms needed to be staggered.