SUMMARY:

The position of assistant or associate dean will be filled by an internal or external search. The scope of the search will be determined by the dean in consultation with the Provost/Senior Vice President for Academic and Student Affairs.

POLICY:

I. Policy

A. The position of assistant or associate dean will be filled by an internal or external search. The scope of the search will be determined by the dean in consultation with the Provost/Senior Vice President for Academic and Student Affairs.

B. An academically assigned individual is assigned this responsibility. It is preferred that the faculty member hold tenure.

C. Terminal degree in a recognized academic discipline within the College

II. Terms of Appointment

A. The initial term of appointment is determined by the dean in consultation with the Provost/Vice President for Academic Affairs.

B. The appointment may be terminated at any time by the dean with the approval of the Provost/Senior Vice President for Academic and Student Affairs.

III. Responsibilities

Assistant or Associate Deans report to the Dean of the College in their particular academic unit and generally responsible for:
A. providing leadership within the College;
B. providing information and assistance to students concerning College and University academic policies and procedures;
C. coordinating with department chairs and the Registrar in constructing and submitting semester and summer class schedules;
D. coordinating with Associate Deans from other Colleges issues that impact the entire University;
E. serving on the University Scholarship Committee;
F. preparing a draft in coordination with the Dean, of the College’s annual assessment report;
G. representing the College in the Dean’s absence.
H. performing other duties and projects as assigned by the Dean.