



Savannah State University Position Description – Dean CLASS

POSITION DESCRIPTION

Position Title: Dean College of Liberal Arts & Social Sciences FLSA Status: Exempt
Reports to: Vice President for Academic Affairs
Division: College of Liberal Arts & Social Sciences (CLASS)
Date Prepared: September, 2009

BASIC FUNCTION

The Dean is the senior administrative officer of the College of Liberal Arts and Social Sciences and is responsible to the Vice President for Academic Affairs for all functions and matters relating to academic programs and their support services within the College. The Dean shall hold faculty rank as Professor and may be tenured in accord with policies of the Board of Regents and the University. The Dean shall direct the work of the faculty and administrative staff in the College of Liberal Arts and Social Sciences. The Dean is appointed by the President, with the approval of the Board of Regents, holds office at the pleasure of the President, and is responsible for all functions and matters relating to the College of Liberal Arts and Social Sciences.

NATURE & SCOPE

In fulfilling the responsibilities of this office, the Dean shall preside over all regular and called meetings of the faculty of the college; supervise the curricula, courses, and methods of instruction and work with faculty for improvement; implement the purposes of the College of Liberal Arts and Social Sciences consistent with those of the University and the policies of the Board of Regents.

PRINCIPLE ACCOUNTABILITIES

1. Recommend the appointment, salary, promotion, tenure and dismissal of faculty members after consultation with appropriate unit/departments heads.
2. Serve as the medium of communication for all official business of the College with University officers, students and the community.
3. Recommend the appointment, salary, promotion, and dismissal of staff in the dean's office; supervise and evaluate staff.
4. Exercise general supervision over the work and conduct of faculty, staff, and the students of CLASS.
5. Coordinate the curricula, courses, and methods of instruction and work cooperatively with the faculty to establish and implement processes that ensure effective instruction.
6. Present to the Curriculum and New Programs Committee those actions of the faculty that require consultation or approval.
7. Empower faculty and provide support so faculty may perform consistent with the university mission.
8. Administer and coordinate the program of academic advisement and semester scheduling of course offerings.
9. Nominate candidates for degrees and other awards.
10. Develop, in consultation with the Vice President for Academic Affairs an annual budget for the College.
11. Serve as a liaison to the other administrative units of the College to promote College-wide endeavors.
12. Coordinate and manage the activities of the College advisory council(s), committees, and boards providing to the President and Vice President for University Advancement an accounting of all funds raised.
13. Prepare in consultation with chairs and faculty, an annual report for the Vice President for Academic Affairs, describing the work of the College.
14. Perform such other responsibilities as designated by the Vice President for Academic Affairs.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED

Organizational skills to promote collaboration and teamwork within the College of Liberal Arts and Social Sciences and throughout the campus. Evidence of effective communication and interpersonal skills, sensitivity to and understanding of academic, socio-economic, cultural, disabilities and ethnic backgrounds of a diverse student body. Demonstrated capacity to build and maintain academic programming, quality curricula development, and effective judicial process. The position requires ability to maintain the highest levels of integrity at all times.

EDUCATION AND EXPERIENCE REQUIRED

An earned doctorate in a related field from an accredited college or university. Five or more years of college teaching experience sufficient to be appointed to a senior faculty rank. Not less than ten years full time college teaching experience with evidence of academic administration experience of five or more years. Proven strengths in strategic planning, leadership, budgeting, and management.