



Savannah State University Position Description – Dean, College of Business Administration

POSITION DESCRIPTION

Position Title: Dean FLSA Status: Exempt
College of Business

Reports to: Vice President for Academic Affairs

Division: College of Business Administration (COBA)

Date Prepared: 2009

BASIC FUNCTION

The Dean is the senior administrative officer of the College of Business 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 Business. 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 Business.

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 Business consistent with those of the University and the policies of the Board of Regents.

PRINCIPLE ACCOUNTABILITES

1. Recommend the appointment, salary, promotion, tenure and dismissal of faculty members after consultation with appropriate unit/department heads.
2. Serve as the medium of communication for all official business of the College with University officers, students and the community.
3. Exercise general supervision over the work and conduct of faculty, staff, and the students of the College of Business.
4. Administer and coordinate the program of academic advisement and annual schedule of course offerings.
5. Nominate candidates for degrees and other awards.
6. Develop, in consultation with the Vice President for Academic affairs an annual budget for the College of Business.
7. Serve as a liaison to the other administrative units of the College of Business to promote College-wide endeavors.
8. Coordinate and manage the activities of the College of Business advisory council(s), committees, and boards providing to the President and Vice President for University Advancement an accounting of all funds raised.
9. Prepare and submit to the Vice President for Academic Affairs an annual report describing the work of the College of Business.
10. Perform other such duties 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 Business and throughout the campus. Evidence of effective communication and interpersonal skills, sensitivity to and understanding of academic, socioeconomic, cultural, disability and ethnic backgrounds of a diverse student body. Demonstrated capacity to build and maintain academic programming, quality curricula development, and effective judicial process. Maintain the highest levels of integrity at all times.



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EDUCATION AND EXPERIENCE REQUIRED

An earned doctorate in a Business 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.