



College of Education – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 01 - 05

Section: Administration

Subject: Administrative Job Descriptions - Dean

The Dean under the general direction of the Executive Vice Chancellor and Provost, and Vice Chancellor of Academic Affairs and Research, is responsible for the instructional programs and administration of the College, including supervision of all instructional and academic clerical personnel. The principal duties and responsibilities are to:

1. Serve as a member of the Council of Academic Deans.
2. Provide leadership for and support of faculty within the College.
3. Provide leadership in the development of College curricula and supervise and administer the course offerings of the College.
4. Direct the academic advancement of students majoring in the College.
5. Prepare copy for university bulletins.
6. Prepare and administer budgets for the College.
7. Take action on all requisitions for the purchase of equipment and supplies for the College.
8. Supervise and administer the use and care of equipment and supplies in the College.
9. Recommend faculty to the Vice Chancellor of Academic Affairs and Research, and Executive Vice Chancellor and Provost for employment, retention, promotion, tenure, and dismissal.
10. Recommend department chairs to the Vice Chancellor of Academic Affairs and Research, and Executive Vice Chancellor and Provost for employment, retention, and dismissal. As a part of the overall evaluation of department chairs, the Dean will summarize and process faculty evaluations of department chairs.
11. Supervise department chairs within the College and exercise general administrative responsibility over the College.



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12. Teach at least one three-hour course a year.

Reference: *Faculty Handbook, II.f. page 40-41.*