



College of Education – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 01 - 06

Section: Administration

Subject: Administrative Job Descriptions - Associate Dean

Principal duties and responsibilities are to:

1. Assume responsibility and represent the College in absence of the Dean.
2. Provide coordination for the unit governance system.
3. Provide advice and counsel to the Dean.
4. Provide leadership for college-wide initiatives and demonstrate collaboration in these initiatives with other colleges.
5. Coordinate preparation of external proposals to support college initiatives.
6. Assist coordination of faculty, program development, and courses at University Centers.
7. Assist in management and use of College facilities.
8. Serve as an “Ex Officio” member of COPE and Professional Education Standing Committees.
9. Serve as the CAEP coordinator.
10. Assume additional responsibilities as assigned by the Dean.