



Issued: August 2025

JOB DESCRIPTION: Dean of Colleges

The Dean of Colleges reports to and works with the Provost/Vice President for Academic Affairs and Student Services and provides operational excellence and academic leadership to all three Colleges. The Dean promotes collaboration across all Colleges, provides direction to the Assistant Deans who report to the Dean, and oversees academic planning in consultation with the Provost, fundraising, community outreach, enhancement of programs, curriculum, teaching, scholarship and service, assessment and reporting, student recruitment and retention, budget development, and allocation of resources.

Qualifications: (Including but not limited to):

- Ten years of full-time teaching experience at a university with some graduate teaching experience
- Terminal Degree
- Record of teaching, professional development/scholarly work, and service to warrant faculty rank of Professor
- Strategic thinker with the ability to manage change and drive innovation
- Understanding of appropriate accreditation, preferably with national review experience
- Administrative experience in higher education

Responsibilities:

Administrative Leadership

1. Work collaboratively with the Provost/Vice President for Academic Affairs and Student Services to meet the goals of the University and its strategic plan.;
2. Collaborative and transparent decision-making style;
3. Prioritize the use of resources effectively for achieving the mission and the strategic plan;
4. Ensure that course schedules meet administrative requirements in a timely manner;
5. Work to create/enhance external monetary support for each College and work with University Advancement to raise funds for the University;
6. Build relationships with alumni and external stakeholders;
7. Represent and promote each College both internally and externally;
8. Recruit and recommend for appointment qualified faculty and professional staff for the Colleges; and
9. Recommend faculty for promotion and continuing contract during probationary periods to the Provost/ Vice President for Academic Affairs and Student Services.



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Academic Leadership

1. Provide leadership, working with the Assistant Deans in each College to achieve the mission of the University in the areas of teaching, scholarship, and service;
2. Provide direct supervision of the three Assistant Deans and the Dean's administrative support only;
3. Foster a collaborative collegial climate;
4. Advance student-centered initiatives led by the Provost that promote academic achievement and career readiness;
Implement academic policies established by the University;
5. Ensure the timely completion of both the annual faculty performance evaluations and student assessments of faculty/course by Assistant Deans;
6. Demonstrate high participation in all levels of the assessment process. Monitor and distribute assessment data appropriately and use results in the annual planning process;
7. Assist in the establishment of and support for the orderly and regular review of programs and curriculum;
8. Collaborate with the curriculum committee and Assistant Deans, in coordination with the Provost/ Vice President for Academic Affairs and Student Services, to develop and approve course offerings, ensuring that the needs of students are met;
9. Assist in catalog review of college sections; and
10. Foster the recruitment and retention of qualified students and provide leadership to students in academic endeavors and co-curricular activities.

Community Outreach

1. Foster, strengthen, and maintain relationships with the local and regional community relative to the discipline;
2. Create greater visibility and recognition for the individual Colleges, their programs, and accomplishments; and
3. Engage alumni in support of the programs, projects, and activities of the Colleges.

Professional Growth

1. Maintain currency in accreditation requirements and trends, including the socio-political contexts of accreditation of the professions served in the different Colleges;
2. Attend at least one higher education leadership program focused on training and development for Deans in the first year; and
3. Establish annual goals in collaboration with the Provost/Vice President for Academic Affairs and create a plan to meet those goals.



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Perform other duties as assigned by the Provost/ Vice President for Academic Affairs and Student Services and the President.

Reviewed by:

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____