

**Associate Dean
Position Description
Sample**

Broad guiding principles to follow

- Advocate for and support faculty efforts to perform in all roles (research, teaching, service)
- Be transparent, for example in what decisions are made, how they are made, and why
- Guide distribution of resources across areas so distribution is equitable
- Become knowledgeable about individual and area needs and capabilities
- Help faculty and areas have reasonable autonomy over their policies, procedures, and funds
- Be receptive to faculty input and use that input to continually improve

Job Summary	The Associate Dean of a college assists the Dean in the maintenance and enhancement of academic quality, including the development and reporting of initiatives of a school to support licensure and accreditation. The Associate Dean will hold a twelve-month limited term appointment in the Dean’s Office while maintaining a concurrent tenured faculty assignment in a home area. The Associate Dean will work with program areas and other units to ensure the delivery of high-quality academic programs and initiatives. The Associate Dean will also work with area coordinators to support appropriate faculty recruitment, deployment, evaluation, and development initiatives to ensure faculty success and a high-quality student learning experience.
Duties and Responsibilities	
Leadership and Service	<p>Leadership & Service</p> <ul style="list-style-type: none"> • Represent the school/college at various university events, standard campus administrative meetings, and other functions that the dean is unable to attend • Work collaboratively with other administrators on campus • Has primary responsibility for the College in any absence of the dean, including signature authority • Represent the Dean of the college in various internal and external governing and service committees, councils, and other bodies supporting the college mission
Personnel	<ul style="list-style-type: none"> • Manage Staffing Plan with input from Area Coordinators, faculty, and staff

	<ul style="list-style-type: none"> • Provide leadership and guidance to program areas on hiring practices, search and screen policies, tenure renewal guidelines, and any related personnel matters • Performance Management tasks <ul style="list-style-type: none"> ○ Promotion, Tenure, and Renewal processes ○ Conduct new faculty/staff orientations ○ Coordinate and support faculty development and recognition processes ○ Coordinate and support program area coordinator development and recognition process
Operations	<ul style="list-style-type: none"> • Understands the purposes and supports the academic programs of each of the school's areas; understand how they work together and separately and how they relate to the college's accreditation compliances, strategic plan, and mission statement • Oversee all contracts, MOUs, articulation agreements, affiliation agreements as well as the processes related to each within the college • Provide support for policy needs within the context of shared governance • Support the College Dean in analyzing annual/biennial budget appropriations and their respective impact on the college and schools, program areas in relation to college strategic goals and planning • Provide oversight of student concerns, student complaints, and student appeals processes • Support the Dean in maintaining relationships with donors and potential donors in collaboration with the UW Foundation and Advancement • Coordinate and oversee the college scholarship process • Plan, develop, implement, and review educational programs to support high quality academic programs • Advocate for the faculty, program areas, and school in the college, university and community. • Serve as liaison between the school, college, university, and affiliating agencies.
Support Dean as Required	<p>Other</p> <ul style="list-style-type: none"> • Other projects and duties as assigned
KNOWLEDGE / SKILLS / ABILITIES	
Required Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Currently hold a terminal degree in an academic field within the college and hold tenure and minimum rank of associate professor in the college • Experience in, understanding of and an appreciation for shared governance, particularly at an administrative level

	<ul style="list-style-type: none"> • Must have a background of working experience in one of the fields within the college • Experience in both candidate and institutional program assessment/review and reporting • Experience in accreditation
<p>Preferred Knowledge, Skills, Abilities</p>	<ul style="list-style-type: none"> • Commitment to support teaching, learning, and student success; • Capability to assume a leadership role in support of the school and college mission and the ability to contribute to the development and implementation of new initiatives and directions in support of the mission; • Demonstrated commitment to support and enhance diversity and the cultural and global awareness of students, faculty, and staff • Demonstrated capability to engage in and support faculty research, scholarship, and creative activities as disciplinary contributions and as key elements of the learning environment for students • A collaborative, inclusive, and collegial leadership style • Skills, experience, and perspective to encourage and maintain high academic standards and administer academic regulations • Ability to represent the school and college effectively within and outside of the University • Excellent analytical, oral and written communication skills. • Experience and understanding of the role of graduate education in schools and colleges • Experience and interest in program and curricular development both at the theoretical and implementation stages • Experience in developing and operating collaborative initiatives and/or partnerships • Administrative experience in higher education