

Class Code:.....0465
Position #:(NUNC).....
Developed by:.....AE
Reviewed by:.....
Approved by:.....
Date:..2/95, 8.96, 12/98

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Dean, College of Arts & Sciences
DIVISION: Academic Affairs
REPORTS TO: Provost
GRADE: 22
SUPERVISES: Faculty, professional, technical and clerical support staff

BASIC FUNCTION:

Serve as the principal administrative officer of the College and reports directly to the Provost/Vice President for Academic Affairs. The Dean's responsibilities for the development and management of the College's programs and resources include: implementing and managing educational planning and policy; managing academic and non-academic personnel in a collective bargaining environment; managing financial resources; maintaining and improving the quality of the College's programs; securing and allocating support for the teaching, research/creative, and service activities of the College; encouraging curricular development; and promoting funded and unfunded research. The Dean represents the College in its relations with the rest of the University, its alumni, and the state of Rhode Island.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the overall quality of the undergraduate and graduate programs.

Provide competent educational administration.

Demonstrate an innovative approach to budget administration and ability in general grant funding.

Provide leadership to faculty in developing and implementing academic and professional goals in teaching, scholarship, research and service.

Promote research and scholarly writing within the faculty.

Facilitate collegiality within the academic environment.

Promote a climate of accessibility to students.

Encourage diversity among faculty.

Actively represent the College by developing effective relationships on a local, state, national and international level.

Demonstrate personal and intellectual integrity.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as a member of the Council of Deans and the Provost's staff.

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as required.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: An earned doctorate or appropriate terminal degree from a recognized and accredited institution of higher education; teaching, research/creative, and service credentials that will qualify the candidate for appointment as a tenured full professor in an appropriate department; a minimum of three and preferably five or more years of successful administrative, managerial and planning experience--preferably in higher education--comparable to that of a department chair or above, with a record of increasing responsibility; a record of successful extra-mural fundraising and outreach activities. Demonstrated commitment to the following required: shared governance; fostering a climate of respect for students and excellence in academic advising and other student services; equal opportunity and affirmative action, with a commitment to and experience in promoting diversity in faculty, students, staff, and curriculum consistent with the University's mission. Preference will be given to candidates who can demonstrate: an ability to provide strong leadership capable of moving the College forward in its continuing pursuit of excellence and teaching, research, and outreach activities; insight and vision that can guide the College in clarifying its mission and role in a changing university; an ability to develop and promote positive relations that will foster the mission of the College and the University with appropriate groups and organizations, both on- and off-campus; experience in attracting and managing sponsored research.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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