

# GENESEO

STATE UNIVERSITY OF NEW YORK AT GENESEO

Office of the Provost

## ACADEMIC DEAN POSITION DESCRIPTION

### Position Summary

The academic dean reports to and works with the Provost and Vice President for Academic Affairs in the successful development of academic policy and the maintenance of academic quality in the school.

The dean serves as the chief academic and administrative officer in the school, overseeing strategic short- and long-range planning; budgets; fundraising; curriculum; student recruitment and retention; faculty and staff recruitment, development, support, evaluation, and retention; program development; assessment and reporting; accreditation activities; administration; and community outreach.

The dean provides overall leadership, direction, advocacy, communication, coordination, and assessment of the school as a whole, and of the departments and/or programs within it. S/he establishes and maintains a cooperative collegial work climate, cooperatively leading the school towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it. S/he pursues and brings new ideas and academic best practices to the school.

### Responsibilities

#### 1. Administrative Leadership

- a. Mission and Strategic Planning
  - i. Work collaboratively with the Provost and Academic Affairs administrative team to meet the goals of the college and its strategic plan.
  - ii. Advance a strategic plan or strategic priorities/vision for the school that synchronizes with and supports the college's mission, vision, and strategic plan.
  - iii. Prioritize use of resources effectively for achieving mission and strategic goals.
  - iv. Ensure that the school's policies and procedures are aligned with college policy and protect and enhance the integrity and core functions in achieving its mission.
  - v. Foster a collegial and productive professional work environment that advances the school's mission and goals.
  - vi. Understand the general direction of the school's disciplines.
  - vii. Prepare an annual report that summarizes the school's accomplishments.

- b. Personnel
  - i. Recruit and recommend for appointment qualified faculty and professional staff of the school.
  - ii. Encourage faculty and staff development in scholarship, creative endeavors, and preparation for the profession.
  - iii. Conduct personnel evaluations, in keeping with campus policies and procedures, and make recommendations to the Provost for all personnel actions, such as renewal, continuing appointment, promotion, sabbatical leave, involuntary dismissal, retirement, and resignation.
- c. Financial and Facilities Management
  - i. Work cooperatively with the Academic Affairs administrative team in establishing and monitoring a budget which enhances and supports the mission of the school.
  - ii. Work cooperatively with the Academic Affairs administrative team and others in ensuring adequate and appropriate space usage.
- d. Marketing and Advancement
  - i. Communicate faculty and staff successes to appropriate campus offices.
  - ii. Work to create/enhance external monetary support for the school and work with College Advancement to raise funds for the school.

## **2. Academic Leadership**

- a. Accreditation and Assessment
  - i. Establish and maintain systems and processes to monitor, evaluate, report on, and improve the effectiveness of each of the school's departments/programs and the school as a whole.
  - ii. Ensure the school meets the established accreditation standards, and conduct activities related to maintaining accreditation.
- b. Curriculum
  - i. Work with the administration and faculty to develop relevant degree and certification programs.
  - ii. Ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
  - iii. Oversee the assessment of academic programming and student learning.
  - iv. Support faculty in the development of innovative pedagogies including those that make use of technology.
  - v. Support the graduate programs of the school.
- c. Students
  - i. Support the Admissions Office in the recruitment and enrollment of students.
  - ii. Assist students with the achievement of their educational and personal goals.
  - iii. Expand opportunities for students at the undergraduate and graduate levels.
  - iv. Facilitate ongoing program review to ensure relevance to student learning needs and interests.
- d. Scholarship
  - i. Collaborate with faculty and the Office of Sponsored Research to advance grant application and support, and increase external funded research in the school.

**3. Community Outreach**

- a. Foster, strengthen, and maintain relationships with the local and regional community relative to the discipline.
- b. Create greater visibility and recognition for the school, its programs, and accomplishments.
- c. Engage alumni in support of the programs, projects, and activities of the school.

**4. Professional Growth**

- a. Maintain currency in accreditation requirements and trends, including the socio-political contexts of accreditation of the professions served in the school.