

**Sul Ross State University
Position Description**

Official Title: Dean of Arts and Sciences

Job Code: 1221

Salary Group: Unclassified

Summary

Function: To serve as the administrative head of the College of Arts and Sciences and to report to the University President through the Executive Vice President and Provost.

Scope: Academic areas with College of Arts and Sciences.

Duties

Essential: Oversee activities of departments within Arts and Sciences to include preparation of budgets for departments and for the administrative Office of Arts and Sciences; ensure that departmental budgets within the college are managed in accordance with university policy; class scheduling; approve and certify the fulfillment of degree plans for students in the College of Arts and Sciences; with advice from the department heads in Arts and Sciences, evaluate, revise or modify academic programs and curricula; coordination of institutional effectiveness program within college; administration of university rules and regulations; recruitment and evaluation of personnel; recommend appointment, salary increments, promotion, tenure and termination of faculty; and coordinate and supervise graduate and undergraduate programs, degree requirements, admissions and advisement; assist with recruiting and retention of students within the College of Arts and Sciences; responsible for coordinating University distance learning program logistics. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to the Executive Vice President and Provost.

Given: Department Heads in Arts and Sciences including the Academic Center for Excellence; Behavioral and Social Sciences; Biology, Geology, and Physical Sciences; Computer Science and Mathematics; Fine Arts and Communication, Languages and Literature, and Nursing.

Education

Required: Doctorate in one of the disciplines within the College of Arts and Sciences.

Experience

Required: Minimum university teaching experience appropriate for appointment at the rank of professor in one of the departments within the college and minimum of three years experience in Academic Administration.

Equipment/Skills

Required: Strong administrative skills including experience with budgeting and supervision, university teaching, humanistic skills - ability to work with individuals in diverse academic areas.

Working Conditions

Usual: Eight hour work day, forty hours per week with some early or late hours weekly depending on

workload. Attendance at various University, community and public school activities.

Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human

Resources Director.

Date revised: August 8, 2017