

**Sul Ross State University
Position Description**

Official Title: Dean of Rio Grande College

Job Code: 1221

Salary Group: Unclassified

Summary

Function: The Dean is the chief academic officer of Rio Grande College, a separately-funded upper level component of Sul Ross State University.

Scope: The Dean serves as the chief academic officer for Rio Grande College.

Duties

Essential: Responsible for oversight of the academic affairs at the College; responsible for preparing the budget for the academic areas and for supervising the preparation of the budget of the academic departments; supervising the expenditures of those funds; making recommendation on the uses of the Higher Education Assistance Funds appropriated to the Rio Grande College; approves all degree plans in the College and certifies that students earning degrees through Rio Grande College have met graduation requirements; planning and supervising the Rio Grande College commencement ceremony; class scheduling; preparing the Catalog of the Rio Grande College; supervising the course inventory of the College and for the degree inventory, making recommendations to the Executive Vice President and Provost for any changes in the inventory of courses or degrees; with the department chairs of the College, responsible for the evaluation, revision, or modification of the curriculum; evaluation of personnel; recommendations on appointments, salary increments, promotion, tenure and termination of faculty; **coordination and supervision of graduate programs including the graduate curriculum and graduate admissions, degree requirements, and advising;** represents the University and the College to various boards and other agencies as directed by the President. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Vice President of the Rio Grande College.

Given: Supervises the chairs of the academic departments of Business Administration, Education, Humanities, Natural and Behavioral Sciences, and Nursing, and the Administrative Assistant to the Dean.

Education

Required: Terminal degree in a teaching area.

Preferred:

Experience

Required: At least three years experience at the level of department chair.

Preferred: Experience in an upper level institution; experience in a multi-campus setting; grant writing experience.

Equipment/Skills

Required: Effective communication skills.

Preferred:

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 school activities.

Teach one course each long semester. Position is Security Sensitive.

Special:

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: August 8, 2017

