

POSITION DESCRIPTION

I. TITLE

Dean of the Center for Veterinary Health Sciences, Oklahoma State University.

II. RESPONSIBILITIES AND AUTHORITY

Under the direction of the President and the Provost/Senior Vice President of the University, the Dean is the chief administrative officer of the Center and works regularly both with vice presidents to whom the President and Provost may delegate certain responsibilities and with the deans of the other colleges. Major functions include formulating and implementing administrative and educational policies affecting the Center, establishing and overseeing the organizational structure, developing and allocating resources, and representing the Center in relevant on- and off-campus matters.

The Dean has the ultimate responsibility for all activities within the Center and has commensurate authority for performing the duties of the office. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

III. MAJOR RESPONSIBILITIES

Provide thoughtful, ethical, visionary, and collaborative leadership in relationships with people-- individuals and groups, both internally and externally. Effective two-way communications must be carried on continuously among and between people involved in the planning, developing, implementing, evaluating, reporting, and promoting of programs in the Center. Such effective two-way communication also must be carried on with other units and administrative components of the University. This genuine and persistent need for such communication exists both internally with the administrators and faculty within the Center and the University as well as externally with many agencies, special interest groups, and the general public.

A. Duties Related to General Administration

1. Develops long- and short-range plans and objectives for the Center along with necessary policies and programs for achieving those objectives.
2. Establishes faculty and staff requirements for the instructional, research, and outreach programs for the Center, and oversees faculty and staff development programs.
3. Devotes significant personal efforts promoting external relations and allocates time and effort necessary to obtain substantial external funding to enhance the Center.
4. Selects department heads and directors and approves recommendations for faculty and staff employment, promotion, salary adjustment, and termination, although typically such personnel action recommendations are subject to final approval by the Provost, President and the Board of Regents
5. Prepares salary and non-salary budgets for instruction, research, and outreach activities within the Center, allocates funds to each function, and monitors the use of such funds.
6. Assures that accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds.

7. Seeks grants, contracts, and donations from extramural sources for the improvement of the programs within the Center.

B. Duties Related to Instruction, Research, and Outreach

1. Directs the supervision and coordination of basic science and clinical instruction and of research, outreach, and public service activities including the Oklahoma Animal Disease Diagnostic Laboratory (OADDL) within the Center.
2. Reviews and approves policies and programs relative to instructional, research, outreach, and public service activities within the College, including the OADDL.
3. Promotes and encourages faculty scholarship, and faculty and staff professional development designed to enhance the quality of instruction, scholarship and research in areas related to the mission of the University and of the Center, and to improve the quality of outreach and public service, including the OADDL.
4. Promotes and has a solid understanding of the importance of providing specialty services in the veterinary medical hospital, how faculty specialists enhance clinic-based student instruction and intern/resident training, and how those specialty services and faculty specialists serve to engender regional veterinarians as referring clients to help support the hospital's teaching, service, and research missions through patient referrals.

C. Duties Related to Public Service

1. Represents the Center and the University by participating in the activities of appropriate professional, technical, and civic organizations.
2. Represents the Center and the University in discussion of those public issues which are related to expertise found within the Center.

IV. QUALIFICATIONS

- A. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, staff, students, alumni, and leaders in government, business, industry, and other educational agencies and institutions; and demonstrated success in working with political entities at state and national levels.
- B. An earned Doctor of Veterinary Medicine degree is required, and preference will be given to candidates with a Doctor of Philosophy degree or equivalent, specialty certification recognized by the American Veterinary Medical Association, or other graduate study, with an outstanding record of scholarly or professional achievement that merits a tenured appointment at the rank of professor in an academic unit within the Center.
- C. Demonstrated ability to inspire others to more effective and creative performance, to relate to people, to manage funds, to generate resources for use by the Center, and to delegate responsibilities and authority generously and wisely.
- D. Several years of administrative experience as an administrator with major responsibilities for a program in veterinary medical education, research, related-industry, or equivalent area.
- E. A willingness and an ability to take responsible risks and to make decisions, sometimes prior

to the acquisition of complete information.

- F. Demonstrated ability to lead a fundraising campaign and attract and manage external funds in cooperation with the OSU Foundation.

V. PROFESSIONAL IMPROVEMENT

The Dean of the Center should pursue a course of action designed to improve his/her performance. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journal and for delivery at professional meetings; engagement in independent study, travel, and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the Center for Veterinary Health Sciences.

Approved by the OSU Board of Regents on October 21, 2016.