

POSITION DESCRIPTION

I. TITLE

Dean, College of Education and Human Sciences, Oklahoma State University

II. AUTHORITY

The Dean has the ultimate responsibility for all activities related to the land-grant mission of the College, instruction, research and outreach, 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.

Under the direction of the President and the Provost and Senior Vice President of the University, the Dean is the chief academic, business, and fiscal officer of the College 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 relative to the College include working in conjunction with faculty to formulate and implement administrative, instruction, research and outreach policies; establish and oversee the organizational structures; develop and allocate resources; and represent the College in relevant on- and off-campus matters.

III. MAJOR RESPONSIBILITIES

Provide thoughtful, visionary, ethical, and collaborative leadership in relationships with people—individuals and groups, both internally and externally. Maintain regular, effective, and open two-way communication among and between individuals, administrators and faculty within and affiliated with the College, including those with appointments in the Oklahoma Cooperative Extension Service and those assigned to programs at OSU-Tulsa. Collaborate with other administrative units of the University, external agencies, the legislature, special interest groups, and the general public. Promote and advocate for the interests and needs of the College of Education and Human Sciences to internal and external constituencies. Foster and promote College-wide collegiality, bringing together diverse programs and people to meet the agreed-upon goals of the College.

A. Duties Related to General Administration

1. Develops, in collaboration with faculty, long- and short-range plans and objectives for the College, along with necessary policies and programs for achieving those objectives. Facilitates and supports efforts toward achieving these goals and objectives.
2. Devotes significant personal efforts promoting external relations and allocates time and effort necessary to obtain substantial external funding to enhance the College, and works closely with the OSU Foundation to develop, cultivate, and solicit private gifts for the improvement of programs within the College.
3. Establishes, with faculty counsel, faculty and staff requirements for the instructional, research, and outreach/service programs, and oversees faculty and staff development programs for the College.
4. Selects, in collaboration with faculty, School/Department heads and directors for the College. Working closely with the School/Department Heads, recommends

faculty and staff employment, promotion, salary adjustment, and termination actions, subject to final approval by the Provost, President and OSU/A&M Board of Regents.

5. Leads and facilitates excellence across the College and the university. Consistently fosters a meaningful sense of belonging for every student, faculty, and staff member. Supports initiatives promoting the College's commitment to improving well-being and development across the lifespan.
6. Proposes, with faculty counsel, salary and non-salary budgets for instruction, research, and outreach activities within the College, allocating funds to each function and monitoring the use of such funds, which reflect agreed-upon priorities. Openly communicates budgetary information to faculty and staff on a regular basis.
7. Assures that accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds. Ensures that these funds are administered according to university policy.
8. In collaboration with faculty, seeks grants, contracts, and donations from extramural sources to develop, improve, and sustain programmatic, instructional, research, and scholarship efforts of the programs within the College.

B. Duties Related to Research, Instruction, and Outreach

1. Works actively and collaboratively to stimulate, promote, facilitate and support a dynamic culture of research and scholarship by seeking and providing appropriate resources and opportunities for faculty and students both within the College.
2. Encourages and supports an on-going program of professional development and mentorship activities for faculty and teaching assistants to enhance the quality of instruction throughout the College. Advocates for the equitable distribution of resources needed to reach and sustain instructional load appropriate to the growth of a dynamic culture of research in the College.
3. Reviews and approves policies and programs to support and improve the quality and effectiveness of outreach activities, including those in collaboration with the Oklahoma Cooperative Extension Service, that are congruent with the land-grant mission of the College and university.

C. Duties Related to Public Service

1. Based on College priorities, supports, facilitates, and promotes College-wide engagement in outreach efforts to the citizens of Oklahoma as well as in the international arena.
2. Represents the interests of all programs in the College and the University by working with legislative liaisons in addressing education and health policy issues and related professions, and by participating in the activities of appropriate professional, technical, civic, legislative, governmental, and community-based

organizations.

3. Represents the interests of all programs in the College, and the University in discussion of public issues that are related to expertise found within the College.

IV. QUALIFICATIONS

- A. Earned doctoral degree with an outstanding record of scholarly and professional competence in teaching, research, and service commensurate with the rank of full professor at Oklahoma State University and related to a discipline represented in the College.
- B. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, students, alumni and leaders in business, government, and other educational agencies and institutions.
- C. Demonstrated ability to lead a fundraising campaign and attract and manage external funds.
- D. Demonstrated leadership abilities including strong and effective interpersonal skills, facilitation and mentorship skills, advocacy and collaboration, strong ethical principles, resource generation, fiscal management, and delegating responsibilities and proportionate authority.
- E. Demonstrated support and involvement in policy and reform in education, health, and other human services and experience, knowledge, and understanding of the accreditation processes and bodies related to the varied programs and units within the College.
- F. Demonstrated commitment to shared governance.
- G. Minimum of three years of line administrative experience in one of the several divisions or departments usually found in Colleges of Education and/or Human Sciences. Evidence of management and organizational skills to facilitate the growth of faculty, staff, and diverse College programs.
- H. Demonstrated commitment to the recruitment, retention, and support of the faculty, staff, and student body.
- I. Demonstrated ability and desire to communicate effectively and openly with others.
- J. Should possess a thorough understanding of education, health, and human service policy and institutions in a variety of settings.
- K. An understanding of scholarship and the value of interdisciplinary collaboration, and a strong commitment to the role of the College at a modern land-grant university, including collaboration with the Cooperative Extension Service administered through the Division of Agricultural Sciences and Natural Resources.
- L. A willingness and an ability to take responsible risks and to make decisions, sometimes prior to the acquisition of complete information.

V. PROFESSIONAL IMPROVEMENT

The Dean of the College is expected to pursue a course of action designed to engage in on-going professional development. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journals and for delivery at professional

meetings; and engagement in independent study, travel, and/or consultation with colleagues in other educational and professional enterprises related to the established missions of the College of Education and Human Sciences.

Pending Approval by the OSU/A&M Board of Regents.