

# POSITION DESCRIPTION

## I. TITLE

Dean, College of Arts and Sciences, Oklahoma State University

## II. AUTHORITY

The Dean has the ultimate responsibility for all activities within the College 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/Senior Vice President of the University, the Dean is the chief academic, business, and fiscal officer of the College and works regularly with the vice presidents, and the deans of the other colleges. Major functions relative to the College include working in conjunction with faculty to formulate and implement administrative and educational policies, establish and oversee the organizational structure, develop and allocate resources, and represent the College and its units in relevant on- and off-campus matters.

## III. MAJOR RESPONSIBILITIES

Provide strong and forward-looking College leadership, including maintaining continuous, effective two-way communications among and between people involved in the planning, developing, implementing, evaluating, reporting, and promoting of the programs in the College, both internally and externally.

### A. Duties Related to General Administration

1. Develop, in conjunction with faculty, long- and short-range plans and objectives for the College, along with necessary policies and programs for achieving those objectives.
2. Establish, in conjunction with faculty, faculty and staff requirements for the instruction, research, and outreach programs, and oversee faculty and staff development programs for the College.
3. Recruit and retain excellent faculty, staff, and students who support the mission of the College.
4. Select, in conjunction with faculty, department heads and directors for the College and approve recommendations for faculty and staff employment, promotion, salary adjustment, and termination, although typically such personnel action recommendations are subject to final approval by the President and the Board of Regents.
5. Prepare, in conjunction with faculty, 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.
6. Maintain accurate fiscal records of all funds in the College, including grants and contracts, and oversee the allocation and expenditure of such funds.

7. Seek, in conjunction with faculty, grants, contracts, and donations from extramural sources. Work with the OSU Foundation to develop, cultivate, and solicit private gifts for the improvement of the programs within the College.

B. Duties Related to Instruction, Research, and Outreach

1. Assume responsibility for the supervision and coordination of instruction, research, and outreach activities within the College.
2. Review and approve policies and programs relative to instruction, research, and outreach within the College.
3. Work actively to encourage and support faculty and staff development designed to enhance the quality of instruction, research, and outreach.
4. Cultivate an environment that promotes the academic, professional, and social success of students.

C. Duties Related to Public Service

1. Represent the College and the University by participating in the activities of appropriate professional, technical, and civic organizations.
2. Represent the College and the University in discussion of those public issues that are related to the College.

#### **IV. QUALIFICATIONS**

- A. Demonstrated commitment to diversity; the ability to inspire others to excellent, effective, and creative performance, to relate to people, to manage funds, to generate resources for use by the College, and to delegate responsibilities and authority generously and wisely.
- B. Demonstrated record of promoting ethical behavior and social responsibility.
- C. Demonstrated ability to lead a major fundraising campaign and attract and manage external funding.
- D. Understanding of the breadth of disciplines found in the College of Arts and Sciences and a strong commitment to the role and mission of a College of Arts and Sciences at a modern land-grant university.
- E. Demonstrated commitment to shared governance in the College.
- F. Earned doctorate or an appropriate terminal degree, with an outstanding record of scholarly achievement in teaching, research and service that merits a tenured appointment at the rank of professor in an academic unit within the College.
- G. Relevant administrative experience at a comprehensive research university, or the equivalent.

- H. Demonstrated willingness and ability to take responsible risks and to make decisions.
- I. Possess exceptional communication and interpersonal skills.

V. **PROFESSIONAL DEVELOPMENT**

The Dean of the College is expected to participate in activities such as state, regional, and national professional groups; preparation of papers for journals 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 College of Arts and Sciences.

*Approved by the OSU/A&M Board of Regents on June 22, 2018.*