POSITION DESCRIPTION

I. TITLE
Dean, College of Education, Oklahoma State University

II. AUTHORITY
The Dean has the ultimate responsibility for all activities within the College and the Oklahoma State University Professional Education Unit (PEU) 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 and with the deans of the other colleges. Major functions relative to the College and the Professional Education Unit include working in conjunction with faculty to formulate and implement administrative and educational policies, establish and oversee the organizational structures, develop and allocate resources, and represent the College and the Unit to its constituents.

III. MAJOR RESPONSIBILITIES
Provide thoughtful, visionary, ethical, and collaborative leadership. Maintain regular, effective, and open two-way communication with other units and administrative components of the University, as well as with administrators and faculty within the College, the PEU, 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 the PEU to internal and external constituencies. Demonstrate commitment to diversity through all College efforts. 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 and the PEU, 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.

3. Establishes, with faculty counsel, faculty and staff requirements for the instructional, research, and outreach programs, and oversees faculty and staff development programs for the College and the PEU.

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 President and the Board of Regents.
5. 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.

6. 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.

7. 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 and the PEU.

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 that are congruent with the 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, the PEU, and the University 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, the PEU, and the University in discussion of public issues which are related to expertise found within the College and the PEU.
IV. **QUALIFICATIONS**

A. 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, of other educational agencies and institutions.

B. 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 of Education.

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 educational reform 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 most colleges of education. Evidence of management and organizational skills to facilitate the growth of faculty, staff, and diverse College programs.

H. Demonstrated commitment to the promotion of diversity within every aspect of the College. Experience in recruitment, retention, and support of a diverse faculty, staff, and student body.

I. Demonstrated ability and desire to communicate effectively and openly with others.

J. Appropriate credentials, knowledge, and experience to successfully serve as the Director of the Professional Education Unit.

K. Should possess a thorough understanding of educational policy and institutions in a variety of settings, both school and non-school based.

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 the Professional Education Unit.

*Approved by the OSU/A&M Board of Regents, September 4, 2015.*