

Dean, School of Global Studies & Partnerships Oklahoma State University

I. POSITION DESCRIPTION

A. Title

Dean, School of Global Studies & Partnerships (SGS&P), Oklahoma State University

B. Nature and Purpose

The Dean reports to the Provost and Senior Vice President of Academic Affairs on global education and engagement, and is responsible for the development of strategies for enhancing the University's strengths and reputation as a leader in global education and engagement. The Dean is a member of the Council of Deans.

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 School and works regularly with the University vice presidents and with the deans of the other colleges. Major functions include working with faculty to formulate and implement policies, establishing and overseeing the organizational structure, developing and allocating resources, representing the School to its constituents, and developing relationships and securing external financial support in coordination with the OSU Foundation.

C. Major Responsibilities

The Dean is responsible for (a) planning, directing and coordinating programs of the School of Global Studies & Partnerships; and (b) providing vision and leadership in initiating and responding to global opportunities.

1. School of Global Studies & Partnerships:

- a. Provide oversight of the International Studies minor and the master's degree in International Studies, and explore opportunities for undergraduate programs.
- b. Advocate for and develop strategies with the Study Abroad office in expanding reciprocal, national, and affiliate study abroad and engagement programs.
- c. Provide support and assistance to college-based faculty-led short-term programs.
- d. Provide oversight to the English Language Institute.
- e. Oversee the Fulbright program office to support the full array of Fulbright opportunities for faculty and students.
- f. Chair the GS Administrative and Executive Councils
- g. Provide leadership to the international outreach efforts including the Global Briefing Series, University protocol activities, review proposed Memoranda of Understanding for consistency with University policies and regulations and sign on behalf of the institution when appropriate, and oversee the preparation of grants and contracts.

2. International Opportunities:

- a. Chair the OSU International Advisory Council responsible for furthering international initiatives on and off the campus.
- b. Represent Oklahoma State University state-wide, nation-wide and internationally through AIEA, IIE, the UPCEA Global Associates, and the APLU Council on International Programs.
- c. Oversee the activities of the Wes Watkins Center for International Trade and Development.
- d. Cultivate relationships with international alumni and friends in cooperation with the OSU Alumni Association and the OSU Foundation.

D. Qualifications

1. Earned doctorate or other terminal degree with a record of scholarly achievement in research, teaching, and service or comparable professional experience outside the university setting that will result in a tenured appointment at the rank of professor.
2. 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.
3. Demonstrated leadership abilities, including the abilities to relate to people, to manage resources, and to delegate responsibilities and authority.
4. Demonstrated ability to communicate effectively with others.
5. Knowledge and experience in international education program development.
6. Demonstrated capacity to work collaboratively with both domestic and international faculty, staff, students and administrators.
7. Evidence of ability to effectively promote international initiatives and opportunities and to attract external funding.
8. Minimum of three years of administrative experience at a comprehensive research university or the equivalent, a demonstrated knowledge of the operations of a major land grant university, and significant, relevant international experience and sensitivity to diverse cultures.

E. Professional Improvement

The Dean should pursue a course of action designed to improve his/her performance through participation in state, regional, and national professional meetings.

Approved by the OSU/A&M Board of Regents on December 2, 2016.