

**JOB INFORMATION**

|                         |   |
|-------------------------|---|
| Effective Date          | 3/14/2024   |
| Job Code:               | 130   |
| Job Title:              | Dean, HSH   |
| Salary Grade/Structure: | 999 - Admin-Professional  |
| Career Level Name:      |   |
| FLSA Name:              | Exempt  |
| EEO Code:               | 10-Exec, Admin, Mgmt  |
| Job Function:           | Academic Affairs  |
| Job Family:             | Academic Deans  |
| Job Summary             | Administer teaching, research, service, financial and governance activities of HSH. Represent the school internally (within the university) and externally (to the community, research sponsors, advisory boards, accreditation bodies, and other professional organizations and related academic institutions). Lead planning, budgeting, assessment and evaluation of school programs, faculty and staff. Identify and develop funding sources for program development of teaching research and professional service. Coordinate faculty searches according to EEO & AA guidelines. Lead the school in the context of the school’s mission, bylaws, university policies, state and federal laws and the school’s role within the university, community and other external constituencies. |

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

| Education Level | Education Details                            | Required/<br>Preferred |  |
|-----------------|--|------------------------|--|
| Doctoral Degree | or terminal degree related to a field in HSH | Required               |  |

Work Experience

| Experience      | Experience Details   | Required/<br>Preferred |  |
|-----------------|--|------------------------|--|
| Less than 3 yrs | A record of achievement that justifies appointment with tenure as a full professor in one of the programs in the school. Must provide evidence of academic leadership and academic administrative experience to include budgeting and personnel evaluation   | Required               |  |
| Less than 3 yrs | Evidence of support of faculty development and interdisciplinary academic excellence, commitment to affirmative action, the ability to work cooperatively with faculty, and dedication to the principles of shared governance. The successful candidate will have experience or interest in working with the different programs in HSH, and a strong interest in expanding and enhancing HSH’s program offerings. The candidate should | Preferred              |  |

## Work Experience

| Experience | Experience Details   | Required/<br>Preferred |  |
|------------|--|------------------------|--|
|            | also have experience working on relationships with local communities, including alumni, businesses, educational institutions, government agencies and other non-profit organizations. The successful candidate should have a track record of securing external sources of funding to support research, projects, or programs |                        |  |

## Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/<br>Preferred |  |
|-------------------------|--------------------------------|------------|------------------------|--|
|                         |                                |            |                        |  |

## Knowledge, Skills and Abilities

| KSAs  | Proficiency |
|---|-------------|
| <ul style="list-style-type: none"> <li>Knowledge of development issues, curricula, research agendas, accreditation requirements, policies and procedures related to the HSH programs.</li> </ul>  | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of hiring guidelines, EEO and AA, related to faculty and staff.</li> </ul>   | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of research and program funding sources.</li> </ul>  | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of teaching, research and service needs related to HSH by the community and other external constituencies.</li> </ul>  | Skilled     |
| <ul style="list-style-type: none"> <li>Knowledge of faculty and staff development issues and strategies including the importance of continuing to improve diversity.</li> </ul>   | Skilled     |
| <ul style="list-style-type: none"> <li>Good communications skills with faculty, staff, students, administrators, sponsors and other internal and external constituencies. Must have demonstrated ability to interact positively with leaders of government, industry and academia such as those found in the Clear Lake community and the school's other external constituencies.</li> </ul>                                | Skilled     |
| <ul style="list-style-type: none"> <li>Skill in managing, planning, budgeting and evaluation.</li> </ul>  | Skilled     |
| <ul style="list-style-type: none"> <li>Must be a dynamic leader with strong interpersonal skills and a strong commitment to excellence in teaching, research and service. Should demonstrate support of faculty development and interdisciplinary academic excellence, commitment to affirmative actions, the ability to work cooperatively with faculty, and dedication to the principles of shared governance.</li> </ul> | Skilled     |

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

| Essential Function  | % TIME |
|---|--------|
| <ul style="list-style-type: none"> <li>Coordinate and supervise activities of the Associate Dean, Division Chairs, Business Coordinator, Secretary, and Directors of Centers and Institutes.</li> </ul>   | 15%    |
| <ul style="list-style-type: none"> <li>Coordinate and conduct annual reviews of faculty and administrative staff that report to the Dean.</li> </ul>  | 5%     |
| <ul style="list-style-type: none"> <li>Represent the school internally within the university.</li> </ul>  | 25%    |
| <ul style="list-style-type: none"> <li>Represent the school externally to the community, research sponsors, advisory boards, accreditation bodies, and other professional organizations and related academic institutions and to other leaders of government, industry and academia who are important to the mission of SCE.</li> </ul> | 15%    |
| <ul style="list-style-type: none"> <li>Adjudicate faculty, staff and student complaints, as needed.</li> </ul>  | 5%     |
| <ul style="list-style-type: none"> <li>Teaching, research, or professional service.</li> </ul>  | 5%     |
| <ul style="list-style-type: none"> <li>Lead planning, budgeting and assessment activities on an annual basis.</li> </ul>  | 10%    |
| <ul style="list-style-type: none"> <li>Establish contacts for external funding for research and program development.</li> </ul>   | 5%     |

## Essential Functions

| Essential Function                                    | % TIME |
|---|--------|
| • Select new faculty and monitor faculty searches.    | 5%     |
| • Coordinate governance activities within the school. | 5%     |
| • Ad hoc requirements.                                | 5%     |

## PRE-EMPLOYMENT

|                          |     |
|--------------------------|-----|
| MVR:                     | Yes |
| Criminal History:        | Yes |
| Physical Exam:           | No  |
| Hearing Exam:            | No  |
| Pulmonary Function Test: | No  |

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

| Physical Demand            | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Standing                   |     |        | X            |            |            |        |
| Walking                    |     |        | X            |            |            |        |
| Sitting                    |     |        |              |            | X          |        |
| Lifting                    |     | X      |              |            |            |        |
| Carrying                   |     | X      |              |            |            |        |
| Pushing                    |     | X      |              |            |            |        |
| Pulling                    |     | X      |              |            |            |        |
| Climbing                   |     | X      |              |            |            |        |
| Balancing                  |     | X      |              |            |            |        |
| Stooping                   |     | X      |              |            |            |        |
| Kneeling                   |     | X      |              |            |            |        |
| Crouching                  |     | X      |              |            |            |        |
| Crawling                   |     | X      |              |            |            |        |
| Reaching                   |     | X      |              |            |            |        |
| Handling                   |     |        | X            |            |            |        |
| Grasping                   |     |        | X            |            |            |        |
| Feeling                    |     | X      |              |            |            |        |
| Talking                    |     |        |              |            | X          |        |
| Hearing                    |     |        |              |            | X          |        |
| Repetitive Motions         |     |        |              | X          |            |        |
| Eye/Hand/Foot Coordination |     |        |              | X          |            |        |

### Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-----|--------|--------------|------------|------------|
| Extreme cold      |     | X      |              |            |            |
| Extreme heat      |     | X      |              |            |            |
| Humidity          |     | X      |              |            |            |
| Wet               |     | X      |              |            |            |

### Working Environment

| Working Condition      | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Noise                  |     |        | X            |            |            |
| Hazards                |     | X      |              |            |            |
| Temperature Change     |     | X      |              |            |            |
| Atmospheric Conditions |     | X      |              |            |            |
| Vibration              |     | X      |              |            |            |

### Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
|                  |                   |