

JOB INFORMATION

Effective Date	10/4/2021
Job Code:	2168
Job Title:	Assoc Dean, COE
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Deans
Job Summary	The Associate Dean is responsible for the development of academic programs, leading the strategic planning and assessment efforts; overseeing the program review process for the State, accreditation process and other reports; maintains an environment of collegiality and shared governance; coordinates the assessment and development of academic programs. Oversees all personnel matters involving academic and non-academic employees, including recruiting, appointment, and reappointment. Communicates with university constituencies, community and state; coordinates the use of facilities; oversees academic unit to make sure it follows institution reporting requirements. Supports and encourages faculty with scholarly endeavors, research, writing and grant work. Coordinates the CEP and CPDT programs; addresses student concerns and grievances; finalizes course schedule; supervises Advisement and Certification offices; communicates with Alumni Relations; supervises and coordinates student recruitment; program marketing; substituting for the Dean; monitoring doctoral student’s progress; fulfilling additional responsibilities as assigned by the Dean of the College.

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/Preferred	
Doctoral Degree	in Education		
Doctoral Degree	in Curriculum & Instruction		

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	in Administration at the departmental level	Required	
Some	in Administration at the departmental level	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Teacher Certification		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Multi-task oriented: Must be able to attend to many different tasks listed above at the same time.	
• Organized: Must be organized and efficient to meet the required deadlines for the many different tasks listed above.	
• Leadership: Must be able to get the most out of the people who support the office. Must be able to give direction to the work of many different groups of people.	
• Interpersonal Skills: Must be able to work with many different groups of people. Must have the interpersonal skills to effectively work one-on-one with faculty and staff as well in both small teams and large committees.	
• Quick Study: The rules, regulations and procedures affecting the office are in a constant state of flux due to changing circumstances and State policies.	
• Knowledgeable and skilled in the rules, regulations and policies of the institution and State and Federal requirements.	
• Knowledge and skills in leadership needed to work with curriculum, faculty, staff and student issues.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Academic Planning for the College of Education consist of the development and management of the course schedule and course inventory, articulation with community colleges, development of new programs, working with Distance Education, supervision of the Teacher Certification Council, CPDT, Academic Review, and College Catalog.	45%
• State Assessment for the College of Education consists of working with the State Assessments, Title II, Accreditation with SACS, compliance with THECB and TEA.	30%
• Student Services is an intricate part of the Associate Dean's duties, consisting of supervision of the Advising Office, Certification Office, Faculty Matters, Student CPS.	10%
• Other duties conducted by the Associate Dean for the College of Education consist of: personnel supervision and assessment, marketing the college, updating the website, working to develop grants, and conducting faculty and staff searches.	10%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
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			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description