

**JOB INFORMATION**

Effective Date	2/20/2023
Job Code:	2165
Job Title:	Assoc Dean, College of BUS
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Deans
Job Summary	The Associate Dean is an academic and administrative officer who reports to the Dean of the College and supports the teaching, research, and service mission of the college by discharging responsibilities in areas defined by the Dean. The Associate Dean serves as a conduit for communicating between the Dean’s office and the department chairs and university offices/external communities. The level of authority of an Associate Dean is set by the Dean.

**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	A Ph.D. in Business or related field from an AACSB accredited institution.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	The selected candidate will show evidence of significantly progressive experience and levels of responsibility at an AACSB accredited institution and meet the requirements to be an Associate Professor or higher.	Required	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs		Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

### Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>The Associate Dean facilitates development of new academic programs and program revisions, including cross-unit and cross-college programs; oversees course schedules, course and program enrollments, academic standards, program reviews, and accreditation matters; oversees progress on strategic plan, developing reports/metrics as needed; assures curriculum changes are processed through appropriate College of Business, UHCL, UHS and State approvals, as well as SACS and AACSB, if required; and assures catalog and website revisions, including degree plans and maps, are accurate and consistent with curriculum changes.</li> </ul>	60%
<ul style="list-style-type: none"> <li>The Associate Dean also monitors course offerings to assure courses are scheduled within established university processes; manages development, revision, and implementation of college policies/procedures and assures compliance with university, state, federal, and other policies; oversees recruitment, retention, marketing, and student petitions about academic and disciplinary matters; collaborates with Enrollment Management, Financial Aid, and Global Learning and Strategy to facilitate information flow and problem solving; participates on university-level committees, professional boards, community relations outreach activities; and supervises staff.</li> </ul>	30%
<ul style="list-style-type: none"> <li>The Associate Dean may also participate in a campus-wide mentoring program responsive to our university's key commitments as set forth in the "Impact 2025 and Beyond" Strategic Plan.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs all other duties as assigned.</li> </ul>	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				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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