

JOB INFORMATION

Effective Date	8/12/2022
Job Code:	2166
Job Title:	Associate Dean, College of Human Sciences and Humanities
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 supervision of the College of Human Sciences and Humanities (HSH) activities as assigned by the Dean, particularly all student-related services including; admissions, development of the course schedule, registration and advisement. Supervises academic planning: advising, review and approval, curriculum, catalog, course inventory, fees, evaluations, files, and syllabi. Responsible for faculty academic honesty issues, grade appeals and complaints, and adjunct and teaching assistant appointments. Assists the Dean with strategic planning, coordinating program approval processes, accreditation activities, and student recruitment efforts. Represents HSH when the dean is unavailable.

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	Degree related to any discipline in Human Sciences and Humanities.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Academic and administrative experience commensurate with appointment as tenured Associate Professor. Three years of successful university administrative and leadership experience.	Required	
Progressive	Academic and administrative experience and academic experience commensurate with appointment as tenured Professor. Five years of successful university administrative and leadership experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Must be organized and efficient with the ability to meet set deadlines.	Proficient
• Must have working knowledge of curricular processes and assessment practices.	Skilled
• Must have working knowledge of best practices for engaging a diverse and inclusive college environment.	Skilled
• Ability to use general office software (e.g., Word, Excel, PowerPoint, Acrobat, Zoom, Teams, etc.).	Skilled
• Ability to learn and effectively use PeopleSoft and Blackboard or similar software.	Skilled
• Ability to use Navigate or similar student records software.	Skilled
• Must be able to effectively multi-task and successfully manage the many different tasks simultaneously and within prioritized deadlines.	Proficient
• Must be able to lead, oversee and supervise the activities of others as well as the ability to delegating and provide direction.	Proficient
• Effectively work one-on-one with faculty and staff as well as working in both small teams and large committees.	Proficient
• Must be flexible with the ability to adapt to changing circumstances and state policies with affect the rules, regulations and procedures of the office.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Oversee course schedule, course inventory, articulation with community colleges, development of new programs, continuing education, and Catalog.	30%
• Responsible for program reviews, course evaluations, assessment, accreditation, SACS and THECB compliance.	25%
• Responsible for managing and leading marketing of the college, website, PeopleSoft, and faculty searches.	15%
• Provide support to faculty and opportunities for development.	15%
• Provide guidance and leadership to Admissions, the HSH Advising office, and student CPS support.	10%
• Other related duties 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