

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	140
Job Title:	Dean, College of Education
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	The Dean, College of Education will administer teaching, research, service, financial & governance activities of the College of Education. Represent the College internally and externally. Coordinate periodic planning, budgeting, assessment, and evaluation of college programs and faculty. Identify funding sources for program development. Lead the academic enterprise of the College of Education.

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	or Terminal Degree in a School of Education discipline or a related field	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Five years of administrative experience at the Department Chair level or higher and accreditation experience.	Required	
Less than 3 yrs	Record of achievement that justifies appointment as a tenured professor in one of the departments of COE.	Required	
Less than 3 yrs	A history of progressive administrative leadership, strong human resources and financial management experience, the ability to build and implement strategic visions, and a commitment to student success and educational excellence.	Required	
Less than 3 yrs	Associate Dean and/or K-12 work experience.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of education curricula, policies, and procedures.	Skilled
• Knowledge of research and program funding sources.	Proficient
• Knowledge of faculty development issues and strategies.	Skilled
• Skills in communicating with faculty, students, administration, external, and internal constituencies.	Skilled
• Skills in managing, planning, budgeting, and evaluation.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provide academic leadership for college.	15%
• Lead planning, budgeting, and assessment activities on a yearly basis. Participate in institutional planning.	15%
• Monitor college budgets and financial transactions.	15%
• Promote and further develop a culture of excellence, diversity, and inclusion.	10%
• Represent the College internally and externally. Enhance relationships and community partnerships with school districts and community colleges.	10%
• Select new faculty and monitor faculty searches.	10%
• Coordinate governance activities within the College.	10%
• Develop and foster fundraising and alumni relations and promotes faculty development and interdisciplinary collaboration. Establishes contacts for external funding for research program development.	10%
• Performs all other 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

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						

Physical Demands

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

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description