

# School Dean

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Updated January 2011, August 2016, August 2022

A School Dean reports to the Provost and is charged with the administration and leadership of the departments, faculty, and staff within the School. The Dean has supervisory oversight for all curricular and co-curricular programs offered within the School and serves as the primary spokesperson and advocate for the School to internal and external constituencies. The Deans work collaboratively with the Provost, other School Deans, the Associate Provosts for Academic Affairs and Academic Support, department chairs, and President's Cabinet in growing enrollment and enhancing program excellence. The School Dean is a member of the Academic Leadership Council.

The School Dean is appointed, and may be re-appointed, by the Provost after consultation with department chairs and all regular faculty members of the School. The term of each full-time, 12 month administrative faculty appointment is three years. With the exception of extraordinary circumstances, School Deans must hold the rank of Professor or Associate Professor with Tenure. Each School Dean will teach one course or three contact hours per year (87.5% release time) unless extraordinary leadership priorities make this impractical as determined by the Provost.

The Provost annually evaluates the performance of the School Dean with input from those who report to her/him. The Dean should have an understanding of and commitment to the mission and values of the University, as expressed in the mission and Catholic identity statements. Appointments and evaluations will take into consideration demonstrated skills in:

- Leadership
- Administration
- Collaboration
- Innovation
- Ability to listen and to communicate effectively
- Ability to balance the needs and interests of School programs with institutional needs, priorities, and strategic interests

Responsibilities of the School Dean:

- Lead long-range planning within the School, including developing and strengthening academic programs, external partnerships, and articulation agreements.
- Look for synergies among Schools and bring new initiatives to the Academic Leadership Council for consideration and collaboration.
- Assure curricular quality and educational effectiveness within the School.
- Proactively engage with the external community and act as a brand ambassador for the school and the University with external constituencies.
- Actively promote the school's academic programs within the campus community, with campus leadership and with the external community.
- Set enrollment goals for programs, in collaboration with program Chairs and VP for Recruitment and Admissions. Encourage and participate in recruitment and enrollment activities as necessary to support achieving enrollment goals.

- Enhance program quality through program assessment and continuous improvement.
- Collaborate with the Registrar, Admission and Marketing departments to promote the university as well as the individual programs within the School.
- Seek grant opportunities in conjunction with the Institutional Advancement grant writer.
- Provide for effective academic advising within the School.
- Communicate pertinent information about administrative decisions to chairs and faculty in the School.
- Lead School meetings as needed and meet regularly with chairs.
- Foster communication within the School, between the School members and with those outside the School.
- Meet with individual faculty members at their request and initiate individual meetings with faculty as needed.
- Gain approval for new full time/pro-rata faculty and staff positions.
- Manage hiring process for full time/pro-rata faculty, recommending hires to the Provost.
- Mentor full time/pro-rata faculty
- Evaluate each full time/pro-rata faculty member in the school and work with the Provost's Office to make recommendations for merit raises.
- Participate in post-tenure evaluations.
- Plan and execute a process for hiring, mentoring and evaluating adjunct faculty.
- Hire, provide training opportunities and evaluate academic support staff.
- Prepare annual report of the School for the Provost.
- Manage and coordinate course scheduling with department chairs, School Deans and registrar.
- Make decisions regarding adding and/or cancelling course sections.
- Facilitate alternative course delivery methods — including blended, In\*Sync, and asynchronous online courses to support traditional and nontraditional students.
- Oversee faculty teaching load assignments including overload.
- Participate in Academic Leadership Council meetings.
- Plan annual budget in consultation with chairs.
- Approve School expenditures.
- Approve waivers and transfer equivalences within the School.
- Oversee the timely submission and accuracy of accreditation/approval reports.
- Meet with students as needed.
- Represent the space and equipment needs of the departments through appropriate institutional decision makers.