

# PURDUE

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UNIVERSITY

## NORTH CENTRAL

### Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No. 3-2007

Dated July 10, 2007

### COLLEGE DEAN POSITION DESCRIPTION

The College Dean is the chief academic and administrative officer of the College. The Dean is responsible for providing leadership in managing issues relating to curriculum, budget, personnel and all accreditation processes required within the College. The Dean is expected to work cooperatively with other administrators and to be an advocate of the College both within and outside the University. The Dean must be committed to excellence in undergraduate and graduate education; providing collaborative leadership both within and outside the College; valuing and encouraging the contributions of varied and individual department and programs; recruiting and retaining outstanding faculty members; fundraising to support the College and its departments and programs; and encouraging learning, engagement, and discovery activities.

#### A. Required Responsibilities:

1. Academic Management: Manage daily operations of the College including, but not limited to:
  - a. providing leadership and oversight to all academic programs within the College;
  - b. encouraging and supporting the continuous improvement of programs and curricula;
  - c. developing and reviewing curricular and programmatic initiatives;
  - d. conducting academic program reviews and assessments;
  - e. initiating and maintaining articulation agreements with two-year institutions, high schools and other agencies;
  - f. providing leadership for strategic planning activities within the College;
  - g. within the College, overseeing and making recommendations to the Vice Chancellor for Academic Affairs on faculty recruiting and hiring, the faculty promotion and tenure process, post-tenure reviews as needed, the awarding of faculty sabbaticals and faculty development funds, and the handling of other academic affairs staffing and personnel matters;
  - h. overseeing the annual performance evaluation, salary and “merit pay” processes for faculty and staff within the College and recommending annual salary adjustment to the Vice Chancellor of Academic Affairs;
  - i. supervising all accreditation processes required for the departmental programs within the College;
  - j. overseeing the development of new undergraduate and graduate degree/certificate proposals;

- k. handling complaints and appeals from the College's faculty, students and others regarding academic disputes, academic rules and regulations, transfer credit actions, and *Faculty Handbook* issues if they cannot be resolved by the respective department chair.
  - l. working with the Vice Chancellor of Advancement, the Assistant Vice Chancellor for Engagement, and other appropriate offices to further the University's fundraising, sponsored research and other advancement activities
  - m. assisting with student recruitment, retention and advising initiatives and activities
  - n. working with the Assistant Vice Chancellor for Enrollment Management and Student Services and the Assistant Vice Chancellor for Engagement coordinates all courses scheduling for the Westville campus and all off campus sites including part-time instructor placement as approved by the appropriate department
  - o. managing, allocating and monitoring the College's budget
2. General Management:
- a. serving as an advocate for faculty, students, and staff of the College collectively and individually; and
  - b. attending campus and off-campus events appropriate to the College and University.
3. Perform other duties as may be assigned by the Vice Chancellor for Academic Affairs.

B. Terms of Appointment

1. The position of College Dean is a twelve-month administrative appointment. A teaching load of one course per semester is expected. An additional supplement determined annually by the Vice Chancellor for Academic Affairs will be provided for administrative responsibilities while Dean. The period of service of the College is five years, renewable upon approval by the Vice Chancellor of Academic Affairs. College Deans serve at the pleasure of the Vice Chancellor of Academic Affairs and are reviewed annually. If a College Dean is removed or resigns from the position of College Dean, the faculty member will have their administrative supplement deducted from their College Dean salary, and revert to a ten-month appointment at appropriate salary, as required by University policy.



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George T. Asteriadis, Ph.D.

July 10, 2007

Date