

MICHIGAN STATE UNIVERSITY

Assistant Dean University Guidance on the Position

General Position Statement

The Assistant Dean provides administrative support to a dean or associate dean, and may direct the operations of an office or program within the unit. The Assistant Dean may be responsible for a wide range of support services or may focus on a specialized area. The Assistant Dean provides leadership and exercises independent judgment.

Assistant Deans should have an appointment as a faculty member or as an academic specialist with a terminal degree that would permit appointment as a faculty member.

Based on a review of the functions to be performed and the qualifications, skills, and abilities of the individual, an exception on an individual case basis may be requested.

Units may have more restrictive requirements.

• *Reporting Relationship*

Assistant Deans report to an Associate Dean or the Dean

• *Typical Responsibilities*

1. Administrative affairs, such as assisting in general administrative planning and resource allocation; providing administrative assistance to the dean; overseeing financial and business services, financial management, budget preparation, control of funds; overseeing personnel, space, and equipment management and operational policies and procedures; developing annual and ad hoc reports, maintaining databases, and providing expertise, analysis, and interpretation of studies and data to develop and establish policy; representing the office on standing or selected ad hoc committees.
2. Academic affairs, such as implementing academic policy; overseeing the curriculum; assisting with accreditation review documentation; coordinating with other units; managing course catalogs, timetables, examination schedules; preparing program proposals; providing leadership for continuing education programs, workshops, seminars. May teach and pursue independent scholarly research.
3. Research activities, such as overseeing contracts and grants review, negotiation and approval; coordinating interdisciplinary research programs; integrating research programs with academic programs.
4. Student affairs, such as monitoring student progress, enforcing academic standards, reviewing petitions, and appeals; providing academic counseling and remedial programs; overseeing placement programs for residencies, fellowships, and internships with affiliated institutions; directing career placement and graduate placement services; acting as advocate for student concerns and needs with the faculty and administration.
5. External affairs and development, such as acting as liaison with outside agencies and

MICHIGAN STATE UNIVERSITY

industry; developing outreach efforts, special projects, conferences; preparing brochures and publications representing the academic unit; responsibility for alumni relations and annual fund raising efforts.

This statement is an adaptation of the "Standard Title: Assistant Dean" from the University of Illinois/Urbana-Champaign