

# **Associate Dean University Guidance on the Position**

## ***General Position Statement***

The Associate Dean provides administrative support to a dean who is the chief executive officer of an academic unit engaged in instruction, research, and outreach/engagement or a major unit engaged in a programmatic aspect of the campus/university mission. The Associate Dean exercises independent judgment, and handles a highly diversified mixture of responsibilities in one or several specialized areas and may represent or assume authority for the unit in the absence of the dean.

Associate Deans should have a faculty role, with an appointment in the tenure system or the Health Programs (HP) appointment system.

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***

Associate Deans report to a Senior Associate Dean or the Dean

## ***Typical Responsibilities***

1. Administrative affairs, such as planning, evaluating, formulating, and implementing policy for allocation and utilization of resources; responsibility for facilities and space utilization, administering activities for recruiting and hiring faculty and staff; formulating fiscal policies, developing procedures and systems for budget review and expenditure control; advising and working with department or unit heads to establish and implement policies and procedures relating to the unit/campus/university; serving on campus-wide committees.
2. External affairs, such as coordinating and strengthening relationships with corporations, foundations, federal and state funding agencies, alumni, parents, the media, and the general public; acquiring external funds for facilities and major equipment; developing agreements with external institutions relating to academic and research programs.
3. Research and academic affairs, such as conceptualizing and developing long range and strategic plans; developing and evaluating the curriculum, overseeing accreditation and certification requirements; stimulating research; supervising collaborative education or research programs. May teach and/or pursue independent scholarly research.
4. Student affairs, such as coordinating recruitment, admission and retention programs, overseeing student support services, and student life programs.

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