Date Revised: November 2017

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| Job Title**:** Dean of Business |  |
| **Department:** Academic Affairs | |
| **Reports to:** Vice President of Academic Affairs | |
| **Directly Supervises:**  Department Chairs and Program Directors, Administrative staff of the College | **FLSA Status:** exempt, full time, 12 months |

**PRIMARY PURPOSE OF THIS JOB:**

The Dean will provide energetic, innovative, and collaborative leadership for the College of Business (COB). Reporting to the Vice President of Academic Affairs, the Dean will advance intellectual leadership, pedagogical practice, and administrative process for the college. The Dean is a leader who is mission driven, committed to high impact educational experiences, and has demonstrable experience in developing a diverse population of students who live lives of consequence within their communities and the world. The College of Business includes the Department of Business and the Department of Mass Communications and Design. Participate in significant collaborative, interdisciplinary, and diversity initiatives as well as building enrollment for both undergraduate and graduate programs.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Recruit and retain a diverse faculty committed to excellence in teaching, scholarship and service.
2. Supervise, evaluate, direct and coordinate activities of department chairpersons/program directors.
3. Conduct regular meetings of full-time instructional faculty of the College to discuss issues of academic policy, curriculum, personnel and program assessment, Faculty Senate deliberations and other matters pertaining to the College.
4. Meet regularly with department chairs/program directors in order to facilitate collaboration and to align department efforts with the institution’s strategic plan.
5. Provide leadership and guidance for the adoption of high impact and interdisciplinary pedagogical practices best suited to up-to-date business curricula.
6. Advise the Vice President of Enrollment Management and lead efforts within the college to grow enrollment in both the undergraduate and graduate programs.
7. Advise the Vice President of Academic Affairs on academic and personnel matters and concerns within the College and inter-collegially.
8. Represent and advocate for the needs of the College at the institutional level and serve on committees that require such College representation.
9. Supervise preparation of catalog material for the College and departments within the College.
10. Provide leadership in planning, assessment, and accreditation efforts for the College.
11. Lead and coordinate the efforts of chairpersons in recruitment of diverse full-time and adjunct faculty, encourage faculty teaching development and scholarly efforts, and evaluate faculty performance within the College.
12. Assure responsible preparation and monitor the management of annual budgets within the College.
13. Develop College goals and align them with the mission statement, academic plan, and strategic plan of the institution, focusing particularly on the development of students and the advancement of faculty.
14. Facilitate student recruitment and retention efforts and initiatives, including those from underrepresented groups, oversee academic progress and participate in final determinations concerning academic status of students.
15. Work to maintain positive relationships with academic support services.
16. Lead in grant procurement and fund-raising for the College including the creation and management of advisory committees made up of leaders/practitioners in fields presented in the College.
17. Act as spokesperson for and help promote the College and increase faculty and student visibility in public forums and strengthen working relationships with the community, alumni, and industry.
18. Seek out leadership opportunities in local as well as the academic/professional community that enhance the vision and goals of the College.
19. Partner with other colleges to develop and deliver collaborative academic programs. Responsible for development and oversight of departmental budgets.

**ESSENTIAL LEADERSHIP TRAITS, CHARACTERISTICS, ATTRIBUTES:**

1. Effectively delegate work through professional staff in support of university and academic goals.
2. Create venues for discussion and debate yet understands when decisions must be made in a timely manner. Provide an effective link between Executive team and other constituencies.
3. Represent the university; make presentations to government officials, associations, community groups and others.
4. Problem solve with all constituencies to solve identified problems together. Work to understand the needs of stakeholders to develop innovative solutions within sound fiscal principles.
5. Understand and balance competing interests of various groups (external community, faculty, staff, students, etc.).
6. Keeps aware of current trends in business and higher education and evaluate to the needs of the University.

**RELATED DUTIES:**

* Keep current on relevant issues by attending continuing education courses/conferences, professional meetings, reading professional journals and maintaining membership in professional organizations.
* Represent the College at special events, functions, or with partner organizations.
* Regularly attend University events.
* Evening and weekend work including attendance at events/functions.
* Some travel is required.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserves honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

• Doctoral degree in one of the disciplines in the College.

**Experience**

* A minimum of 10 years of successful college teaching, scholarship, research and progressively responsible administrative experience.
* Prior supervisory experience.
* Experience with accreditation and regulatory bodies.
* Experience in strategic planning, assessment, curriculum development, faculty recruitment, development and planning, budgeting.
* Experience with grant procurement, proposal writing, and other fundraising preferred.
* Experience with traditional, distance, and adult learning models preferred.
* Demonstrated leadership in community and professional groups preferred.
* Demonstrated ability to work collaboratively across units to enhance student living and learning.
* Excellent oral communication, presentation, and negotiation skills.
* A strong record of leadership and the proven ability to think strategically, prioritize effectively, and act decisively.
* Experience in and appreciation for a shared governance environment.
* Demonstrated ability to serve as a spokesperson for higher education, locally, statewide, and nationally.

**Licenses/Certifications**

* None

**Work-Related Knowledge**

* An understanding of and commitment to the mission and values of the institution and respect for academic process and shared governance.
* Demonstrated effectiveness in planning, administration, personnel, and fiscal management.
* Demonstrated effectiveness in working with a diverse student body, faculty, staff, other university constituents, and external organizations.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Identify problems, inform others, and provide information to assist in solving the problem.
* Identify problems, investigate root-cause, and make recommendations for solutions.
* Offer highest level of innovation and problem solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers
* Use verbal skills to transfer information to groups
* Use verbal skills to transfer information to large groups and/or influence others.

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information both in written and oral form.
* Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
* Review and approve documentation, reports, and records as completed by subordinate staff.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.
* Statistical inference, frequency distribution, trigonometry, calculus, algebra, validity, etc.
* Financial management, budgetary responsibility, forecasting/projections, etc.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Internet and email
* Spreadsheet Software
* Word processing Software
* Presentation Software
* Database
* Voicemail and fax

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Executive management level employees
* Board of Trustees
* Customers of the organization
* Members of the general public
* Employees of peer organizations
* Vendors/suppliers/service providers
* Political bodies
* Government agency officials
* Members of the media

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* High Level of Record Keeping – Enter, transcribe, record, store, or maintain information in written or electronic/magnetic form (i.e., legal documents, blueprints, employee files, etc.)
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources. Ability to maintain confidentiality.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines.
* Respond to Angry/Upset Individuals – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers. Possess and demonstrate excellent interpersonal relationship skills.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Ability to communicate orally * Ability to hear conversation |  | * Ability to stand * Ability to walk * Ability to use both hands * Ability to lift up to 10 lbs. |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.
* This position requires travel.
* This position requires some evening and weekend work.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: