



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 12/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Dean, College of Professional Education (COPE)

JOB SUMMARY

The Dean serves as the academic and administrative leader of the college and reports to the Provost and Vice President for Academic Affairs. Responsibilities include academic management, fiscal management, quality assurance, faculty relations, research support, fundraising and interaction with donors and alumni, as well as oversight of all operations within the College of Professional Education. Work is performed under minimal supervision with evaluation based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President for Academic Affairs

Supervises: Faculty and staff of the college

ESSENTIAL DUTIES - May include, but not limited to the following:

- Maintains compliance with federal, state, and institutional policies and procedures and regulations.
- Establishes and implements policies and procedures for the College.
- Establishes priorities for resource utilization, including College budget creation and administration.
- Maintains a strategic plan for the College, including tracking of short- and long-range goals.
- Oversees college faculty workloads and faculty evaluation processes.
- Directs, mentors and evaluates department chairs and other direct subordinates within the College. Staff performance evaluations conducted in accordance with the University policies & procedures and according to established job standards.
- Represents the College on and off-campus, including evening and weekend College and University events.

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- Actively promotes faculty and student research, scholarship and creative activity.
- Participates in advancement and fundraising activities as requested.
- Works with committees on policies and procedures that affect the governance within the college.
- Provides information to the Provost and Vice President of Academic Affairs on academic matters related to the College.
- Works across campus in the areas of inclusion, development of external grant proposals, access and equity, diversity, campus climates issues, new program development (including interdisciplinary programming), promotion and tenure issues, and other areas as needed
- Actively works to promote collaborative partnerships to include: interdisciplinary, inter-institutional endeavors, as well as active interaction with appropriate elementary, secondary and post-secondary educational organizations.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Earned doctoral degree in an academic discipline represented in the College of Professional Education.

EXPERIENCE

Established record of teaching, research and service at a level consistent with TWU requirements for the rank of full professor. A minimum of three years of academic administrative leadership. Substantial experience in research planning with knowledge of research issues and policy, experience with grant writing and research funding, and demonstrated accomplishment in academic leadership and management of instruction.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Academic and administrative expertise in areas appropriate to the college.
- Ability to organize work effectively, conceptualize and prioritize goals and objectives and to exercise informed judgment based on an understanding of organizational policies, procedures and activities.
- Ability to integrate resources, policies and information in order to develop procedures and to solve problems.
- Knowledge and understanding of current issues in higher education.
- Knowledge of management methods and the ability to provide administrative guidance, direct supervision and training as needed.
- Strong managerial skills, initiative, and vision in program development and administration.
- Ability to apply budgeting and fiscal planning techniques within fiscal constraints in order to maximize resources.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to present information effectively to administrators/staff at all levels within the University, to public groups, and to the TWU Board of Regents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to communicate effectively—orally, in person, in writing, and by telephone.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.