



**TEXAS WOMAN'S**  
UNIVERSITY™

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

***JOB DESCRIPTION***

***TITLE***

Dean, College of Arts and Sciences

***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 Arts and Sciences. 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:* College of Arts and Sciences

***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.
- 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 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.
- 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***

Doctoral degree in an academic discipline normally offered in the Arts and Sciences.

### ***EXPERIENCE***

Must possess an established record of teaching, research, and service at a level consistent with TWU requirements for the rank of full professor. There must also be a demonstrated record of at least three years of administrative leadership and achievements in progressively responsible positions in higher education. A proven record of budget experience, grant writing, and fundraising is preferred.

### ***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.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- 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.

### ***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.*

Dean, Arts & Sciences  
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**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.***