

Policy Number/Title: 2.2.2.38 Associate and Assistant Dean Policy
Effective Since: 08/01/2024
Last Revision Approved: 07/17/2024
Responsible Office: Academic Affairs

1. Scope:

Faculty members who are appointed to Associate or Assistant Dean positions

2. Definitions:

This section is intentionally left blank.

3. Policy:

The Associate or Assistant Dean is an academic/administrative officer who reports to the Dean of the College. The Associate or Assistant Dean supports the teaching, research, and service mission of the College (or School) in one or more areas as defined by the Dean. In addition to day-to-day operational duties, the Associate or Assistant Dean provides strategic thought leadership and support to the Dean and the College. This policy applies to faculty members who are appointed to Associate or Assistant Dean positions.

4. Procedures:

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I. Associate/Assistant Dean Appointment Procedures

1. The Dean in consultation with the Chief Academic Officer leads an application and review process which shall include the input of the College's faculty and staff.



2. Dependent on circumstances, an interim Associate/Assistant Dean may be appointed by the Chief Academic Officer, in consultation with the Dean, during a vacancy.
3. All tenured faculty members at the rank of associate professor or higher in the College are eligible to be considered for an Associate Dean appointment. Exceptions may be considered when circumstances warrant.
4. The Dean will gain approval from the Chief Academic Officer prior to making an offer.

Appointment Characteristics

- Associate Dean: 9-month base salary plus a stipend which should be chosen based on the duties assigned and the availability of funding. Associate Dean appointments are typically intended for more experienced tenured faculty at the associate professor or professor rank. While the Associate Dean reports to the Dean and serves at the pleasure of the Provost, this is meant to be a multi-year appointment (renewable annually based on a satisfactory performance review) that brings long-term stability and leadership to the College. The Associate Dean serves as the Acting Dean when the Dean is unavailable. Associate deans will typically teach at least one course per semester on average.

- Assistant Dean: 9-month base salary plus a stipend which should be chosen based on the duties assigned and the availability of funding. While an associate dean provides broad-based support to the College and is the Acting Dean when the Dean is unavailable, the Assistant Dean appointment is typically tied to a narrower scope of duties and responsibilities. The Assistant Dean acts as a back-up if both the Associate Dean and Dean are unavailable. Assistant deans will typically teach at least two courses per semester on average.

In addition to the regular 9-month faculty appointment (August 16 – May 15), Associate and Assistant Deans are expected to be available as necessary during the summer (May 16 – August 15). Their summertime commitment should be commensurate with their assigned duties. Summer duties can include new student orientations, advising, overrides, assessment, enrollment monitoring, meetings, summer programs, and other key activities related to College leadership and set by the Dean. Deans are encouraged but not required to add a prepositional phrase descriptor to the Associate/Assistant Dean title when appropriate. These descriptors summarize the primary duties of the appointment and help set the effort expectation which also helps justify the compensation level. The descriptors are not meant to capture all duties. Example Associate Dean titles include but are not limited to:

Associate/Assistant Dean for Graduate Studies

Associate/Assistant Dean for Undergraduate Studies



Associate/Assistant Dean for Assessment and Facilities

Associate/Assistant Dean for Research and Innovation

Associate/Assistant Dean for Belonging and Inclusion

Associate/Assistant Dean for Educational Partnerships and Preparation

Associate/Assistant Dean for Accreditation and Administration

Associate/Assistant Dean for Industry Partners and Experiential Learning

Associate/Assistant Dean for Recruiting and Retention

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II. Administration and Space

1. Help guide budgeting and space allocation;

2. Monitor facility conditions, reports issues, and liaise on space renovation projects

3. Oversee progress on strategic plan;

4. Develop reports, metrics as needed;

5. Collaborate on development/implementation of college policies; 6. Monitor adherence to university, state, federal, and other policies;

III. Student Affairs and Success Work with Departments and College Office of Student



Services to:

1. Monitor student progress, recruiting, retention, and graduation;
2. Oversee advising, academic assistance, and career planning;
3. Work on petitions and discipline issues.
4. Consult on experiential learning, research, and fellowships;

IV. Faculty Affairs

1. Oversee recruitment, orientation, development and mentoring of (new) faculty;
2. Assist with grants submission;
3. Coordinate processes for faculty awards and recognition programs.

V. Research-related activities Help to coordinate and facilitate:

1. Research infrastructure and support;
2. Research collaboration across units, including developing grant proposals;
3. Tracking funded research and research compliance;
4. Supervision of College research centers;
5. Relationships with funding agencies, foundations, etc.

VI. External Representation Be active in:

1. University-level committees;
2. Professional boards and external committees;
3. Alumni relations and communication management;
4. Community and media relations;
5. Development-related responsibilities, proposals for donors

VII. Other Activities



1. Strategic planning;
2. Supervision of Deans' office staff.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

08/01/2024 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: