Standard Title: ASSOCIATE DEAN

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

♦ General Function Statement

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

♦ Organization Relationship

Chancellor/President
(Provost or Vice Chancellor/President for Academic Affairs)
Dean
Faculty
Associate Dean
Assistant Dean
Professional, Technical and Clerical Support Staff

♦ Request for Exemption under Criterion:

♦ Typical Responsibilities

1. Administrative affairs, such as 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 polices, 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 plan; 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 services, coordinating recruitment, admission and retention programs, overseeing student support services and student life programs.