

Standard Title: **DEAN**

**Principal Administrative Position Exemption**

- ***General Function Statement***

The Dean functions as the chief executive officer of a major unit engaged in programmatic aspect of the Campus/University mission. Responsible for administration and execution of the unit's policies.

- ***Organization Relationship***

Chancellor/President  
Provost or Vice Chancellor/President  
**Dean**  
Associate and Assistant Deans

- ***Typical Responsibilities***

1. Provide leadership, direction, and overall administration for the development, coordination, and implementation of programs, activities, and professional services.
2. Formulate, initiate, implement, and interpret policies related to the operation of the units.
3. Establish goals and objectives for the units reporting to the Dean's Office.
4. Responsible for planning, evaluation, staffing, and resource allocation for all units reporting to the Dean's Office.
5. Communicate with and serve as a resource to colleges, departments, campus offices, community organizations, regarding services and issues.
6. Serve on committees as assigned.

**Position Standard #49906**