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Title: College/School Deans Position Description and Responsibilities	Revised: 01 July 1997, 01 July 2010, 18 August 2016
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College/School Dean Position Description and Responsibilities

GENERAL:

A College/School Dean at West Liberty University is a faculty member appointed on an annual basis by the President of the University with the assistance and recommendation of the Provost. Dean appointments include a reduced teaching load and an administrative stipend.

Deans serve at the will and pleasure of the President and report directly to the Provost. Deans must undergo annual review by the college/school faculty and annual evaluation by the Provost. Should a Dean position be vacated for any reason prior to the completion of the appointed annual term, the President, in consultation with the Provost, may appoint an Interim Dean. There is no limit to the number of sequential appointments a person may hold as a Dean.

QUALIFICATIONS:

A candidate for the position of Dean must hold full-time faculty status and at least the rank of Associate Professor at the time of appointment. He/she need not be tenured or tenure-track in order to hold this appointment. A Dean is expected to hold graduate degree(s) in, or closely related to, the academic area(s) of the college/school to be administered. Exceptions to any of the qualifications for Dean may be granted only by the written approval of the Provost and the President.

RESPONSIBILITIES:

A Dean holds the authority and responsibility for all administrative functions and supervision within their college or school. These responsibilities/authorities include, but are not limited to, the following:

1. Establishing a vision for the college/school
2. Providing effective leadership for the college/school.
3. Serving as a liaison among the faculty and other administrators.
4. Assessing and coordinating the use of physical facilities, including equipment, supplies, and space, and report, to the appropriate university official, maintenance or service required when necessary.
5. Developing, with faculty, Department Chair and/or Program Director input, an annual budget request to be communicated to the Provost.
6. Coordinating budgeted expenditures.
7. Generating and communicating to the Provost all recommendations for hiring, retention, promotion, tenure, evaluation, sabbatical leave, or discipline of college/school faculty.
8. Coordinating all course offerings and teaching schedules.
9. Supervising any accreditation, program review, or assessment(s) required of the academic programs.
10. Participating in due process required for faculty, students, or staff as described in current policies or procedures.
11. Facilitating recruitment of faculty and students.
12. Coordinating curriculum review, revision, and/or development.
13. Ensuring current and accurate university catalog course and program description(s).
14. Conducting regular college/school meetings and provide for the formal minutes of these

meetings.

15. Providing documents to faculty personnel files as specified by policy.
16. Teaching a minimum of six semester hours each calendar year.
17. Ensuring fulfillment of all departmental and program functions.
18. Participating as appropriate in college and university development efforts.
19. Enforcing the University's policies and procedures as well as policies and procedures of the Board of Governors and the West Virginia Higher Education Policy Commission.
20. Performing duties as assigned by the Provost or President of the University.