



*College of*  
**EDUCATION &  
HUMAN SERVICES**

Position Description

ASSOCIATE DEAN

[Sept. 24, 2013]

Summary of Responsibilities:

The Associate Dean's responsibilities derive from delegation by the college Dean and in some instances by the by-laws of the college. In general, the Associate Dean assumes assigned duties to further the mission and operation of the college, the faculty and staff and support student interests.

The following is a general, but not exhaustive, list of specific responsibilities:

Leadership

- Working within the framework of the college's governance structure, the Associate Dean is responsible for working with all levels within the college so as to develop an articulated perspective of the college's programmatic, assessment and human strengths and opportunities for growth.
- The Associate Dean must be familiar with the purposes and academic programs of each of the college's departments, divisions and units; understand how they work together and separately and how they relate to the college's accreditation compliances and mission statement. Additionally, must understand the culture and missions of each of the college's departments, divisions and programs within a framework that that is responsive to external and internal pressures on the college and university, PK-12 schools (particularly within the state of Wisconsin), human services agencies, as well as toward the academy in general; must have experience in and understanding of graduate education, both in general and as to teacher education.
- The Associate Dean will represent the college at various university events, standard campus administrative meetings and other functions that the dean is unable to attend. With the exception of budget/expense signing authority and subject to the dean's discretion, the Associate Dean shall have primary responsibility for the College in any extended absence of the dean.
- Works with the college dean to support faculty and staff efforts in any substantive curriculum reform, particularly at the college level, which might include changes to field experiences, course structure, degree and minor coordination with other campus units and total course array.
- Included is the responsibility to facilitate Inclusive Excellence with emphasis on retention of students from underrepresented groups.

Administration

- The Associate Dean will assist the dean in formulating and recommending college policy and its evolution within the context of shared governance. This will include supporting the college dean in analyzing annual/biennial appropriations and their respective impact on college and department programs, college strategic goals and planning. The Associate Dean will be expected to learn and understand university and college budget operations and the specific use of various funding approaches utilized on campus and in the college.
- The Associate Dean shall assist the college's administration in the advocacy for faculty research and professional needs, including assisting in allocating support for the need to accomplish research and

scholarly works. This responsibility is also part of the overall responsibility of the Associate Dean to serve as the chief liaison between the faculty and the dean.

- The Associate Dean will exercise general leadership for and provide support as needed and/or directed by the dean for successful continuing national and state accreditation of the college's professional teacher education program (DPI), counselor education (CACREP), the literacy and language program (IRA), the human services leadership (CSCHE) and assist in determining the addition of academic accreditations or discontinuance of same within the college. This will include supervising college personnel responsible for acquisition, verification and submission of all federal and state reporting requirements and compliance; e.g. Title II, PEDS.
- Pursuant to several college by-laws and the dean's direction, shall assist students in understanding the college appeals process and operate to attempt to resolve student appeals and complaints before referring them to the college Appeals Committee and/or the dean for resolution.
- The Associate Dean serves as the college administration's liaison to several college standing committees, specifically Curriculum and the Professional Education Committee and has primary responsibility for conveying decisions, needs and/or concerns of the committees' membership to the dean.

#### Teacher Education Support

- The Associate Dean must support the college's mission and goals of producing highly qualified educators to serve the state's PK-12 districts and students. This understanding must include that of the roles of the state legislature and the Dept. of Public Instruction in regulating public and private PK-12 education and its associated agencies within the state. This would include having experience within the PK-12 environment and understand the national and regional circumstances and change issues impacting PK-12 education, public and private. In addition, the Associate Dean must have knowledge of and be conversant with current trends and changes impacting American institutions of higher education, particularly at the comprehensive level and within teacher education.
- The Associate Dean will be the primary person responsible for implementation of the EdTPA (or any follow-on like programs from DPI) including exercising leadership and coordination amongst the six academic departments responsible for candidate performance assessment via the EdTPA project. Additionally, work with departments to implement the e-portfolio in conjunction with the EdTPA project. Associated with these duties, there is the chief responsibility for preparing and verifying the authenticity of data to be provided the Dept. of Public Instruction under their continuous review process. This will include primary responsibility for preparing the annual self-study for DPI's review.
- Working with the dean, will assist in maintaining professional development opportunities for faculty and staff so as to provide instructors with current changes in the college's external environment.
- The Associate Dean, working with the Office of Field Experience and the Technology Office, will collaboratively assist in the development, dissemination and analysis of the results from annual surveys to graduates and their employers in school districts within Wisconsin.

#### Human Services Leadership Support

- The Associate Dean must have or be capable of developing an understanding of the role of the human services undergraduate and graduate programs within the field and within the program's network of agencies. This would include developing some level of understanding of the role of human service, nonprofit agencies within communities and their relationship to issues of poverty, demographics, immigration and related issues and be able to assist the dean and the faculty in outreach and development activities.

#### Program Assessment

- The Associate Dean shall manage the college's assessment programs, assist the dean in developing a strategic assessment vision for the college and work with the departments' and college administrative

staff to effect a college assessment plan (primarily undergraduate and/or initial licensure level), including continuous review to insure a current status. In order to make sure the college and its academic units comply with appropriate college assessment, will work with departments and teacher education staff to clarify the various college, university and UW System assessment plans, their respective roles, data needs and reportage.

- In order to support college assessment, this position has primary responsibility for continuously reviewing the college's and departments' need for data collection and working with the dean and the technology coordinator insure that pertinent data systems are functional and current.

#### Miscellaneous

- Attend state and national conferences as needed to represent the college and its mission, particularly although not wholly as to teacher education. The Associate Dean should feel able, although not required, to maintain currency in the Associate Dean's own academic field through conference attendance albeit within the college's budget constraints.
- Will be encouraged to learn and experience academic areas within the college where there may be minimal personal knowledge and develop one's leadership skills and experience.

#### Requirements for Position:

The successful candidate is required:

- ◆ To hold currently a Ph.D. or Ed.D. in an academic field in or related closely to teacher education and for such a length of time as to hold or be eligible within one year for tenure and associate professor in the college.
- ◆ Demonstrable academic related administrative experience in higher education such as an academic department chair, program director, associate dean, etc.
- ◆ Experience in, understanding of and an appreciation for shared governance, particularly at an administrative level.
- ◆ Must have a background of working experience in PK-12 education as a licensed teacher.
- ◆ Experience in both candidate and institutional program assessment/review and reporting.
- ◆ Experience and active involvement as an instructor of at least 5 years and some level of experience in administration of teacher education.
- ◆ Experience in state accreditation of teacher education and license certification.
- ◆ Knowledge and general competence with educational technology including its use in teacher preparation, assessment and data usage.
- ◆ Familiarity with grant development at any level as well as grant operations and reporting.
- ◆ Must have a strong demonstrable interest in and experience in higher education, preferably teacher education, with diversity initiatives including an understanding of Inclusive Excellence.
- ◆ Must have a demonstrable interest in and commitment to program collaboration and development between institutions of higher education, specifically teacher preparation, and PK-12 school districts.

Preferred:

- ◆ Have a background of working experience in PK-12 education as a licensed administrator at some school-based level.
- ◆ Experience with national teacher education accreditation.
- ◆ Management of teacher education related program assessment in conjunction with state and/or national accreditation
- ◆ Experience and understanding of the role of graduate education in general and within teacher education. This would include experience in the changing trends and practices across the country in graduate teacher education and teacher professional development.

- ◆ Experience and interest in program and curricular development both at the theoretical and implementation stages.
- ◆ Experience or an interest in distance education, including multi-site, blended, and newer alternative forms such as MOOCs, etc.
- ◆ Experience in developing, acquiring and operating some form of significant grant work, singular or plural, at state, federal and/or foundational levels.
- ◆ Experience in developing and operating collaborative initiatives and/or partnerships between colleges and PK-12 schools.
- ◆ Interest in developing relationships between higher education based teacher education programs and community agencies, including non-school based programs.