

University of Wisconsin Oshkosh

Position Description Sample

Dean

Broad guiding principles to follow

- Advocate for and support faculty efforts to perform in all roles (research, teaching, service)
- Be transparent, for example in what decisions are made, how they are made, and why
- Guide distribution of resources across areas so distribution is equitable
- Become knowledgeable about individual and area needs and capabilities
- Help faculty and areas have reasonable autonomy over their policies, procedures, and funds
- Be receptive to faculty input and use that input to continually improve

Job Summary:

The Dean leads and guides areas, programs, centers, and other units and supports college and mission, vision, initiatives, and accreditations.

The Dean collaborates with other UWO deans and administrators to advance UWO's mission, vision and strategic plan. The Dean is the chief steward of college resources and cultivates long-term relationships with alumni, employers, donors, and others who provide financial support to the college. The Dean represents the college and the UWO on local, regional, national, and international levels.

The Dean holds a 12-month limited appointment and maintains a faculty appointment in a home area within the college. The Dean reports to the Provost and Vice Chancellor for Academic Affairs, who follows University policy in managing and evaluating the Dean's performance on a regular basis.

Responsible to:

The Provost and Vice Chancellor for Academic Affairs

Leadership – 50%

1. Use visionary leadership to promote the mission, vision, values, and strategic goals of college and university.
2. Maintain an understanding of program areas including discipline areas, accreditation, and licensure.
3. Direct and administer educational programs in the college by promoting excellence in teaching/learning, scholarship, practice, and service.

4. Serve as the college's liaison to the university administration and communicate administration policy and decisions to the college.
5. Demonstrate effective and transparent communication to foster a sense of community and an environment of collegiality, integrity and inclusive excellence.
6. Sustain memberships and provide leadership within appropriate professional and academic organizations.
7. Support the continuous improvement of the teaching/learning programs and curriculum development.
8. Represent the college on campus and with external stakeholders and constituencies.
9. Work collaboratively with other administrators (Chancellor, Vice Chancellors, Associate Vice Chancellors, Deans, etc.) on campus;
10. Continue to unify the college through transitions.

Administration – 30%

1. Oversees academic policies and procedures for the college in collaboration with the college faculty and staff.
2. Acts as formal hiring authority.
3. Ensure that effective and efficient systems exist to maintain accreditation(s).
4. Acts as fiscal steward for the college budget. Including the following: maintaining fiscal responsibility and accountability for all State of Wisconsin accounts, related revenue, and fund development opportunities (including fundraising) assigned to the college.
5. Manage the college strategic plan and strategic initiative management process.

Advocacy – 20%

1. Advocate for the college in the university and the community. Serve as liaison between the college, university, and affiliating agencies.
2. Support the mission, vision, and strategic goals of the discipline areas, school, and college.
3. Build a sense of community and teamwork within the college and between the college and other university colleges and units.
4. Foster relationships with internal and external stakeholders in order to offer high-quality programs.

5. Represent the college at University of Wisconsin System, state, national and international forums related to the liberal arts, higher education, economic development and civic engagement.

Required:

- Doctorate or appropriate terminal degree in a discipline related to the college.
- Leadership experience in higher education.
- Faculty experience which qualifies the candidate for tenure at the rank of associate professor or higher in the college.
- Effective interpersonal and written communication skills.
- Demonstrated ability to manage budgets.
- Budget and Fiscal Management experience.
- Strong problem-solving skills.
- A demonstrated commitment to diversity and inclusive excellence.

Preferred:

- Demonstrated success in academic administration
- Record of support for faculty research and professional development
- Demonstrated collaborations with shared governance processes and constituent groups
- Experience with change management and technological applications
- Fundraising experience