

ADMINISTRATIVE ROLE AND RESPONSIBILITY

(Revised September 1998, October 2008; April 2013; November 10, 2017)

The Dean of the College of Liberal Arts is responsible to the Provost/Vice President for Academic Affairs and serves as the chief administrative and academic officer of the College. The Dean is responsible for planning, organizing, coordinating, directing, and evaluating the cooperative effort of the College.

The specific responsibilities of the Dean include the following:

Advocacy

- Promote an understanding, both internally and externally, of the College, its purposes, and objectives;
- Represent the College at professional and ceremonial functions;
- Oversee all public relations efforts;
- Communicate College mission, objectives, programs, and other activities to different stakeholders.

Fundraising

- Foster new partnerships, existing relationships, and articulate a vision that generates investment and support from the community, private donors, and alumni;
- Be actively involved in fundraising activities.

Strategic Planning

- Articulate and implement the College's long-term mission, vision, and strategic plans to guide the development of the College of Liberal Arts in conjunction with the University's strategic plan.

Faculty and Staff

- Administer all personnel matters related to the College's faculty and staff, including hiring, promotions, retention, tenure, faculty and staff compensation and merit raises;
- Promote faculty development activities and encourage faculty concern for teaching and scholarship;
- Approve teaching loads, teaching schedules, academic advisory responsibilities, special assignments that may impact faculty members' instructional abilities, and requests to participate in external employment;
- Supervise and oversee the appointment of the Associate Dean, Department Chairs, the Executive Administrative Assistant to the Dean, the College IT person, the PAC director, and the College Budget Manager;
- Work with Department Chairs in the appointment of coordinators of minors and graduate programs;
- Build and lead a collaborative academic leadership team and community, guided by TAMUCC's mission, vision, and values.

Communication

- Plan and hold regular faculty meetings;
- Plan and hold regular meetings with Department Chairs.

Curriculum

- Facilitate high quality, relevant, innovative curriculum;
- Lead academic planning, including program development and innovation, program prioritization, and assessment;
- Oversee the maintenance of standards of instruction;
- Oversee the compilation of information for accreditation.

Students

- Provide consistent encouragement of undergraduate and graduate research;
- Promote student learning and retention through quality recruiting, counseling, internships, advising, and placement;
- Encourage and support effective use of technology and instructional resources to improve student learning.

Administrative Functions

- Oversee the submission of syllabi for all College courses;
- Provide data required for institutional research purposes and promotes those research efforts related to academic matters;
- Approve all publications related directly to College matters;
- Administer policies and procedures established by the University and College.

Budget

- Identify, allocate, and prudently manage the budget resources that support the mission, vision, and strategic plans of the College and University;
- Provide budgetary control and supervision, through the Social Sciences Department Chair, of the Social Science Research Center. Approve all letters of agreement/contracts for the above units.

Facilities Management

- Work with Department Chairs on the utilization of space and equipment assigned to the College.

Perform other duties as assigned by the Provost/Vice President for Academic Affairs.

ASSOCIATE DEAN

According to University Policy, Associate Deans hold mid-management positions in the university. Appointed by the College Dean, subject to the approval of the provost, Associate Deans support the dean in managing College activities. Associate Deans are members of the regular faculty of the College and are appointed by the Dean to serve half-time throughout the Fall and Spring terms, and either half-time or full-time in the summers, depending upon College needs, as a member of the Dean's staff.

For information on Associate Dean selection, workload, and compensation, see University Policy 31.99.99.C2.01.

The Associate Dean's work areas include:

College Elections and Committees

- Work with elections officers and the Senior Administrative Assistant on elections calendar and elections process;
- Oversee committee staffing process;
- Inform committee chairs (FTSCA, Curriculum, Awards) about budget, tasks, and deadlines;
- Review and approve awards.

Scheduling and Enrollments

- Work with Department Chairs on schedules and on course rotations;
- Check for balanced course offerings across core sections (ARTS, MUSI, THEA, for instance);
- Work with Department Chairs on enrollment management issues and with Business Manager on cancellations.

Catalog

- Work with Provost's office on timelines for catalog revision and inform faculty and Department Chairs;
- Review Curriculum Committee recommendations and ensure action items are on the agenda for College meetings;
- Prepare and present executive summary of proposed catalog changes at College meetings for consideration for approval.

Academic Advising

- Work with CLA Advisors to ensure effective student advisement and consistency across the College;
- Meet regularly with Senior CLA/SAMC Advisor;
- Approve exceptions to degree plans;
- Approve Directed Independent Study applications;
- Review suspension appeals.

Island Days

- Oversee College representation and participation at Island Days.

Orientations and Mentoring

- Organize and administer new faculty orientation sessions;
- Assign faculty mentors for new full-time faculty and observe progress during the first year.

Students

- Serve as primary mediator of student complaints pertaining to Department classes and faculty, with referral to the Associate Dean, the Dean of Students, or the Director of Equal Opportunity/Employee Relations;
- Work with the Senior Advisor, consider student appeals of cases of academic probation, suspension, and dismissal;
- Assist with implementation of the college-level grade appeal policy, as needed.

Scholarships

- Convene CLA graduate scholarship committee;
- Approve awards.

Graduate Programs

- Hold regular meetings with graduate coordinators to discuss academic and non-academic programming, recruitment strategies, and other issues of interest;
- Work with Graduate Coordinators to maintain consistency and fairness in standards, requirements, and procedures;
- Remind faculty to renew graduate faculty status;
- Organize graduate mixers.

College Handbooks

- Update CLA Faculty Handbook and Adjunct Faculty Handbook;
- Oversee updating of Administrative Assistant, Graduate Coordinator, and Advising Handbooks.

Staff

- Supervise Administrative Assistant for the Associate Dean's office;
- Supervise Graduate Assistants for special projects, as assigned.

Assessment

- Work with Department Chairs and Area Coordinators on best practices in annual program assessment (WEAVE Online).

Committee Service

- CLA/SAMC Chairs Council;
- College of Education Teacher Education Advisory Committee;
- Undergraduate Council.

Faculty Development

- Work with FTSCA to ensure faculty development offerings;
- Work with FTSCA to administer the College Research Enhancement Grant process.

Distance Education

- Keep records of faculty certification for teaching online.

Teacher Education Programs

- Act as College liaison to College of Education and point person for teacher preparation programs;
- Review departmental TExES scores and work with departments on action plans, should they be necessary.

Act as the Dean's representative and delegate as assigned and assume additional responsibilities as assigned by the Dean.

DEPARTMENT CHAIR

According to University Policy, Chairs of academic departments hold half-time, mid-management positions. They are appointed by the College Dean, subject to the approval of the Provost, and represent their departments in College and university matters and act as liaisons between departmental faculty and the Dean. With the active engagement of their faculties, they oversee the curricular, personnel and functional aspects of the departments. They also keep their departmental faculties informed of issues facing the College and the university. The chairs of academic departments work under the supervision of the dean and are responsible for such duties as assigned by the dean. They provide a major leadership role in the academic mission of the university.

For information on chair selection, workload, and compensation, see University Policy 31.99.99.C1.01.

Responsibilities:

Scheduling and Enrollment

- Develop schedules for each semester, in consultation with the Department faculty, and in consideration of students' needs;
- Work with the Dean's office to manage enrollments;
- Approve special course requests and grade changes for students whose discipline/major is within the Department;
- Supervise the textbook selection process in the Department.

Curriculum

- Oversee curricular and course planning;
- Coordinate the Department's catalog revision process and work with the Associate Dean to see that the catalog is submitted and course inventory forms completed and appropriately filed;
- Oversee and update course rotation;
- Oversee annual and five-year program assessment and review efforts. Oversee all data entry efforts (WEAVE Online and Digital Measures).

Faculty

- Mentor new faculty;
- Assist Department faculty in the development of any special University-related activities, such as training grants, professional meetings, colloquia, special classes, research grants, and the like;
- Conduct annual faculty reviews, including review of alternative workload reassignments, with recommendations to the Dean pertaining to such personnel issues as salary, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies;
- Employ and supervise appropriate adjunct faculty for the Department as needed, with the approval of the Dean and Provost;
- Chair or delegate the chair role of all Department faculty search committees, which includes supervising the development and circulation of job descriptions; working with

Human Resources on the review of applicants; calling references and organizing conference calls among members of the search committee and specific candidates; and organizing on-campus interview visits with candidates recommended by the search committee;

- Recommend to the Dean concerning Department faculty requests that pertain to travel; sick leave and other absences from campus; funds for special teaching materials; remunerated off-campus activities.

Students

- Oversee all departmental recruitment efforts, including departmental participation at Island Days;
- Collaborate with Academic Advisors.

Administrative

- Plan and chair regular meetings of the department/discipline faculty to discuss department business;
- Serve as an active member of the College Chairs Council;
- Develop annual department budget requests, in consultation with the Dean, and make recommendations to the Dean pertaining to all Department requests for expenditures;
- Oversee department budget and approve requests;
- Work with other Department Chairs and Dean's office on space assignments;
- In consultation with faculty, assign faculty to departmental committees;
- File workload reports each semester.

Staff

- Employ and supervise the department's Administrative Assistant, including making work assignments, conducting annual reviews, and approving time cards and leave time.

Perform other tasks as assigned by the Dean.

English Department Chair

- Chair English Advisory Council;
- Serve on Haas Program Enhancement Committee;
- Oversee selection and hiring of GTAs in consultation with the graduate coordinator;
- Publish the English Department newsletter;
- Oversee coordination of special events.

Humanities Department Chair

- Oversee use and functioning of language labs.

Psychology and Sociology Department Chair

- Oversee use of Psychology lab space.

Social Sciences Department Chair

- Provide general supervision of the activities of the Social Science Research Center.