

University of Houston – Clear Lake

Position Description

Job Title: **Dean, School of Education**

Job Code: **2166**

Pay Grade: **0140**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or Terminal degree.	
Experience	Academic administration experience & tenured faculty experience.	
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Administer teaching, research, service, financial & governance activities of SoE. Represent the School internally (within the University) and externally (to the community). Coordinate periodic planning, budgeting, assessment, and evaluation of school programs and faculty. Identify funding sources for program development. Coordinate faculty searches according to EEO & AA guidelines. Lead the academic enterprise of the School.

Duties and responsibilities	% Time
Provide academic leadership for School.	20
Establish contacts for external funding for research and program development. Conduct or coordinate annual reviews for administrative and secretarial staff. Adjudicate student or faculty complaints, as needed.	15
Lead planning, budgeting, and assessment activities on a yearly basis.	15
Coordinate and supervise activities of the Associate Dean, Senior Business Coordinator, Center for Educational Programs (CEP) Director, Publications Specialist and Executive Secretary.	10
Represent the School internally and externally.	10
Select new faculty and monitor faculty searches.	10
Coordinate governance activities within the School.	10
Monitor School budgets and financial transactions.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.