

University of Houston – Clear Lake

Position Description

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

Job Code: **0130**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or Terminal Degree	
Experience	A record of achievement that justifies appointment with tenure as a full professor in one of the programs in the school. Must provide evidence of academic leadership and academic administrative experience to include budgeting and personnel evaluation.	Applicants should provide evidence of support of faculty development and interdisciplinary academic excellence, commitment to affirmative action, the ability to work cooperatively with faculty, and dedication to the principles of shared governance. The successful candidate will have experience or interest in working with the different programs in HSH, and a strong interest in expanding and enhancing HSH's program offerings. The candidate should also have experience working on relationships with local communities, including alumni, businesses, educational institutions, government agencies and other non-profit organizations. The successful candidate should have a track record of securing external sources of funding to support research, projects, or programs.
License/Certification		

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

POSITION SUMMARY

Administer teaching, research, service, financial and governance activities of HSH. Represent the school internally (within the university) and externally (to the community, research sponsors, advisory boards, accreditation bodies, and other professional organizations and related academic institutions). Lead planning, budgeting, assessment and evaluation of school programs, faculty and staff. Identify and develop funding sources for program development of teaching research and professional service. Coordinate faculty searches according to EEO & AA guidelines. Lead the school in the context of the school's mission, bylaws, university policies, state and federal laws and the school's role within the university, community and other external constituencies.

Duties and responsibilities	% Time
Represent the school internally within the university.	25
Represent the school externally to the community, research sponsors, advisory boards, accreditation bodies, and other professional organizations and related academic institutions and to other leaders of government, industry and academia who are important to the mission of SCE. Coordinate and conduct annual reviews of faculty and administrative staff that report to the Dean.	20

Adjudicate faculty, staff and student complaints as needed. Teaching, research or professional service.	10
Lead planning, budgeting and assessment activities on an annual basis.	10
Establish contacts for external funding for research and program development. Select new faculty and monitor faculty searches.	10
Coordinate governance activities within the school. Ad hoc requirements.	10

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