

# University of Houston – Clear Lake

## Position Description

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

Job Code: **0120**

Pay Grade: **999**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or terminal degree in a field related to SCE.	
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. Must have a credible record of scholarship and research, teaching and professional service.	Experience with international education and distance education. Demonstrated success in fund raising or grant acquisition, program/enrollment building, external community involvement and administrative experience at the level of department chair or above.
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 SCE. 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

Coordinate and conduct annual reviews of faculty and administrative staff that report to the Dean. Adjudicate faculty, staff and student complaints, as needed. Teaching (one course taught per year plus supervision of any student thesis research to be chaired by the dean), Research and Professional Service. Establish contacts for external funding for research and program development. Select new faculty and monitor faculty searches. Coordinate governance activities within the school.	30
Represent the school internally within the university.	25
Coordinate and supervise activities of the Associate Dean, Division Chairs, Business Coordinator, Secretary, and Directors of Centers and Institutes.	15
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.	15
Lead planning, budgeting and assessment activities on an annual basis. Ad hoc requirements	15

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