

University of Houston – Clear Lake

Position Description

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

Job Code: **2166**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or Equivalent	
Experience		Prior Administrative Experience
License/Certification		

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

POSITION SUMMARY

Primary job is to manage the day-to-day operations of the faculty. Supervise the division chairs. Each year participate in the annual review of all full-time faculty. Responsibilities include preparation of all class schedules and all catalog modifications. Participate in numerous administrative meetings. Supervise faculty searches.

Duties and responsibilities	% Time
Evaluate faculty for third year reviews. Submission of adds, deletes, changes to master course inventory. Read and review division chairs. Supervise schedule building. Attend academic associate meetings.	25
Handle faculty discipline matters and other faculty problems.	20
Supervise revision of catalog (course roster and catalog text).	15
Evaluate faculty for P&T.	10
Read and review faculty annual reports.	10
Oversee faculty searches.	10
Supervise/Evaluate five employees and division chairs' secretary.	10

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