

University of Houston – Clear Lake

Position Description

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

Job Code: **2167**

Pay Grade: **090**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. or equivalent.	Ph.D.
Experience	Administration at the department level.	Administration at the School level.
License/Certification		

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

POSITION SUMMARY

The Associate Dean is responsible for the supervision of School activities as assigned by the Dean, particularly all student-related services: Admissions; development of the course schedule, registration and advisement; supervise Academic Advising staff; advising; review and approve candidate plan of studies; course change requests; graduation audits; COOP application review and approval; curriculum; catalog; course inventory, fees, evaluations, files and syllabi; academic honesty issues, grade appeals and complaints; adjunct and teaching assistant appointments; manage student Thesis proposals; assist the Dean in School-wide strategic planning coordinate program approval processes and accreditation activities with ACS, ABET and SACS; student recruitment and program marketing.

Duties and responsibilities	% Time
Course schedule, course inventory, articulation with community colleges, development of new programs, Distance Education, catalog.	50
Assessment program reviews, course evaluations, personnel supervision and assessment, SACS, compliance with THECB.	30
Admissions, Advising office, student CPS.	10
Marketing, website, PeopleSoft.	10

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