University of Houston–Clear Lake

Associate Dean, School of Science and Computer Engineering
Job Description

JOB INFORMATION

Effective Date	10/11/2021
Job Code:	2167
Job Title:	Associate Dean, School of Science and Computer Engineering
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Deans
Job Summary	The Associate Dean is responsible for supervision of School activities as assigned by the Dean, particularly all student-related services including; admissions, development of the course schedule, registration and advisement. Supervise Academic Advising staff including; advising, review and approval, curriculum, catalog, course inventory, fees, evaluations, files and syllabi. Responsible for academic honesty issues, grade appeals and complaints, and adjunct and teaching assistant appointments. Manages 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. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Doctoral Degree	related to an academic area in SCE	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Record of distinguished university teaching. Record of research and scholarly activity commensurate with appointment at the level of professor. Three years of successful university administrative and leadership experience at chair level or above	Required	
Less than 3 yrs	Prior administrative and leadership experience at doctoral granting institutions	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

	Essential Function	% TIME
•	Course Schedule, Course Inventory, Articulation with Community Colleges, Development of new programs, Distance Education, Catalog.	50%
•	Program reviews, course evaluations, personnel supervision and assessment, SACS, ABET, Compliance with THECB.	30%
•	Admissions, Advising Office, Student CPS.	10%
•	Marketing, website, PeopleSoft, faculty searches, Blackboard.	5%
•	Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						

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Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description

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