

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	120
Job Title:	Dean, College of CSE
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Deans
Job 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.

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	or terminal degree in a field related to SCE	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	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	Required	
Less than 3 yrs	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	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Coordinate and supervise activities of the Associate Dean, Division Chairs, Business Coordinator, Secretary, and Directors of Centers and Institutes.	15%
• Coordinate and conduct annual reviews of faculty and administrative staff that report to the Dean.	5%
• 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.	15%
• Adjudicate faculty, staff and student complaints, as needed.	5%
• Teaching (one course taught per year plus supervision of any student thesis research to be chaired by the dean), Research and Professional Service.	5%
• Lead planning, budgeting and assessment activities on an annual basis.	5%
• Establish contacts for external funding for research and program development.	5%
• Select new faculty and monitor faculty searches.	5%
• Coordinate governance activities within the school.	5%
• Ad hoc requirements.	10%

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						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
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