

## **JOB DESCRIPTION**

### **Deans**

1. The Deans' responsibilities include, but are not limited to coordinating the development & implementing the college's Five- Year Vision & Goals Statement.
2. Nominating department Heads.
3. Leading college efforts toward achieving University goals.
4. Developing a college budget.
5. Managing the fiscal affairs of the respective schools.
6. Leading, & coordinating institute strategic planning & curriculum development.
7. Supervising, evaluating, & supporting Departments/Schools in a Manner that promotes excellence instruction, scholarly & creative productivity.
8. Leading & coordinating the governance of the institute.
9. Leading the processes of college administrator selection & overseeing the processes of faculty retention.
10. Coordinating the professional development of college administrators & staff.
11. Evaluating faculty & staff.
12. Evaluating overall Departmental/School productivity in grants, research, teaching quality.
13. Providing recommendations to the VC on policies & procedures, especially in the academic area.
14. Developing, leading, & encouraging fundraising in support of the Institution goals & the goals of its departments & programs, as well as outreach & public service efforts
15. Participate in negotiations with the sponsor when technical reports are incomplete, or deliverables are unacceptable
16. Approve substantial modification or re-budgeting (including transfers)
17. Participate in the collection of outstanding receivables from research Sponsors & student fees o Monitor performance of faculty & staff in the school.
18. Responsible for costs incurred beyond the award amount or for disallowed unauthorized expenditures, as determined by an audit.

19. Responsible for cost-share shortfalls, both cash & third party in-kind approval of any proposal for any research proposal either from internal funding or from an external agency.