Prairie View A&M University

Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name

Employee Last Name

Employee UIN

Position Title

Classification title: Associate Dean

Title Code: 9107

Job Category: No Response

FLSA: Exempt

Minimum Salary or Hourly Rate
(Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

Position Details

Job summary/basic function:

The Associate Dean sets out the academic vision established by the Dean and the faculty to ensure superior student services and academic programming.

Proposed New Title:

Use only if '0000-Undecided' was selected on previous page.

PIN #:

If PIN # does not exist, please type in NEW.

5365

Final Approved Salary:

$120,000

Job Category:
Coll. Education

W.R.G. College of Education

As assigned

Establish and maintain a culture of high achievement and expectations throughout the college utilizing all relevant education metrics and indicators including entry level standards, NSS results and enrollment. Provide supervision guidance and professional development to all department heads and directors within the College of Education

Doctorate in one of the areas offered in the College (Educational Leadership or Policy, Counseling Curriculum or Instruction) or a closely related discipline

Ph.D. Educational Administration, Educational Policy or Educational Leadership.

Eight years experience as a collegiate professor; five years experience in a K-12 environment; three years experience in K-12 leadership; knowledge of assessment, standards, curricula mapping and alignment, SACS and NCATE; eligibility for the rank of full professor.

Eight years experience as a collegiate professor; five years experience in a K-12 environment; including some experience in administration/leadership; knowledge of assessment, standards, curricula mapping and alignment, SACS and NCATE; including some experience in administration/leadership; three years as a collegiate department head. Superintendent certificatin preferred.

Outstanding verbal communication skills; ability to motivate students, staff, and faculty.

Excellent

Excellent

Excellent

MS Office Suite

Outstanding verbal communication skills; ability to motivate students, staff, and faculty.

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Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions. Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity. Faculty Search Committees should consist of a minimum of 5 committee members.

1. How would you ensure adherence to university goals and objectives?
2. How would you implement a balanced scorecard within the College of Education?
3. Describe how your experience would contribute to sustainable growth in the college

Job Duties

Percent of Duty Total: 100

9 Records

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Responsibility / Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Work closely with the Dean, Department Heads, fellow Associate Deans and all university team members to recommend and develop education policy and ensure its implementation, champion excellence in teaching and learning and promote innovation to enhance student experiences</td>
</tr>
<tr>
<td>10</td>
<td>Be knowledgeable and available to represent or take on the responsibilities of the Dean, Department Heads or Directors of the College in their absence.</td>
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Department Comments:
Encourage deeper student engagement at the graduate level through the enhancement of learning and engagement in key program areas

Increase the capacity of the College to build and maintain relationships with key education users and stakeholders; communicate University and college strategies and policies for education to academic, professional and support staff within the college.

Strengthen the reputation of the college by implementing communication strategies and ensuring that channels of communication are available between the college and key stakeholders

Develop strategies, in consultation with the Dean, for allocation of resources, management and support structures to deliver the college's strategies and policies for education and resultant improvements in the metrics for entry standards, NSS and enrollment growth

Direct curriculum development to embed research based learning and teaching, sustainability and an international dimension

Provide clear and effective leadership to the college by promoting a sense of collegiality and ambition, encouraging productivity and ensuring the college delivers its academic program

Lead and deliver innovation, interdisciplinary and collaboration in learning and teaching and curriculum development across the College and the University and with other universities and partners. (Essential) Perform other duties as assigned. (Non-essential)

Working/Env Conditions

Working Conditions:

Briefly describe examples of the typical work environment:

Typical Physical Demand:

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)

Do the duties described in this questionnaire generally require travel outside the area?

If yes, please explain the purpose and the frequency of the travel:

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

Start Up
No Records Found

Work Load
No Records Found

Approvals:

| Date | Employee Signature |

Human Resources Department:

| Date | Human Resources Representative | Title |

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