POSITION DESCRIPTION

POSITION: Associate Dean, School of Business

DEPARTMENT: School of Business **JOB NUMBER:**

DIVISION/FACULTY: School of Business **DATE REVISED:** January 2019

ORGANIZATIONAL STRUCTURE

This position reports to the Dean, School of Business.

PRIMARY FUNCTION

The Associate Dean is an integral member of the School of Business leadership team, working closely with the Dean and two Associate Dean colleagues to provide strategic and day-to-day administrative and educational leadership to a group of diverse departments and disciplines. The

KEY RESPONSIBILITIES

1. Implement management systems and controls.

2. Review University and School policies and ensure compliance.

3. Assist in development and monitoring of budget; approve expenditures.

4. Serve as a resource in recruitment, selection and orientation of new faculty members and in the retention and assignment of existing divisional faculty.

5. Interpret and administer collective bargaining agreements and respond to faculty and staff issues. Represent management in the grievance procedure.

6. Respond to and resolve student complaints, appeals and academic integrity issues.

7. Administer and perform the faculty evaluation process.

8. Review academic program and discipline enrollment patterns and projections and coordinate School of Business course offerings.

9. Prepare and review academic contents for the University calendar/catalog and other print and electronic publications.

10. Review requests and establish/monitor mechanisms for review of academic waivers/substitutions, transfer credit, independent study and prior learning assessment.

11. Assist in leadership and oversight of academic programs and curriculum; facilitate academic program changes.

12. Provide support and leadership for School of Business accreditation process.

13. Supervise assigned campus personnel.

14. Serve on department, division, and University committees; represent School of Business/Institution at appropriate community and University bodies, committees, councils, etc.

15. Perform related duties as assigned.

EDUCATION & EXPERIENCE

- Minimum of a MBA or related master's degree and relevant experience.
- At least five (5) years of teaching and administrative experience in a post-secondary environment.
- Experience working in a unionized academic environment preferred.

QUALIFICATIONS

- Experience with post-secondary accreditation.
- Demonstrated ability to provide leadership and direction, analyze situations, and develop effective solutions,
- Outstanding interpersonal communication skills and a record of effective working relationships,
- Demonstrated ability to build leadership capacity in the Faculty by hiring, mentoring, and coaching faculty,
- Knowledge of academic programs, and a commitment to academic excellence; ability to advance the quality and content of programs, courses, initiatives and the student learning experience; budgeting; strategic planning;
- Strong organizational skills applicable to operational and logistical tasks,
- Knowledge of faculty management processes and a demonstrated ability to set a tone of support and respect.