



California State University, Long Beach
OFFICE OF ACADEMIC PERSONNEL
Academic Deans
Nature and Scope of Responsibilities

Deans of colleges and Academic Programs are responsible and accountable to the Provost and Senior Vice-President for Academic Affairs for the following functions:

- Directing and coordinating the instructional, curricular and support program of the College or unit, including academic and professional programs at the undergraduate and graduate levels.
- Managing the budget and resources of the College, agency or unit, including the disciplined allocation of positions, support funds and equipment.
- Shaping and sharing leadership with department chairs and/or directors in the development of sound educational policy, including appropriate standards for graduation of students, the requirements for student progress, etc.
- Leading department chairs/directors and faculty in strategic planning for the College and in developing and implementing strong, current curricula and programs, including international programs of study.
- Leading department chairs/directors and faculty in linking activities and academic programs in the College to major elements of the University's mission, such as teacher education, K-16 partnerships, and community service learning.
- Supervising the development of sound, accessible academic advising programs in all departments/programs of the College and leading chairs and faculty in efforts to support student retention and timely graduation.
- Encouraging and facilitating the faculty's pursuit of research and scholarly and creative activities, including the pursuit of internally- and externally-funded grants and contracts, as well as other resources for scholarly activity.
- Encouraging faculty and staff to participate in University and community service that links special expertise with interests of the larger society.
- Maintaining supervision over academic and academically-related personnel, including appropriate staff, and ensuring their timely evaluation.
- Working with chairs/directors to ensure effective faculty recruitment and retention practices, including equal opportunity in hiring.
- Ensuring integrity and fairness in the conduct of departmental and college-level Retention, Tenure, and Promotion processes.
- Supervising the timely and thorough conduct of department self-studies, and internal and external program reviews.
- Working with chairs/directors and faculty to ensure that accredited programs remain in good standing and are properly prepared for accreditation team visits and evaluation.
- Working with chairs/directors, faculty, and University Relations and Development to foster relationships with donors, alumni, and other constituencies in the interest of fund-raising for the College and the University.
- Advocating compliance with the spirit of collective bargaining within the college.
- Consulting with the faculty through established governance bodies, regularly and purposefully.
- Undertaking such additional responsibilities as may be delegated by the Provost and Senior Vice President for Academic Affairs.