



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.