

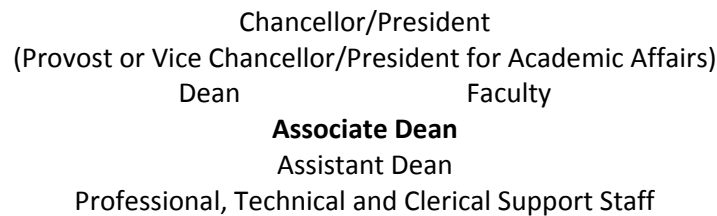
Standard Title: **ASSOCIATE DEAN**

ACADEMIC/RESEARCH POSITION EXEMPTION (36e(4))

◆ **General Function Statement**

The Associate Dean provides administrative support of a dean who is the chief executive officer of an academic unit engaged in instruction or research, or a major unit engaged in a programmatic aspect of the campus/university mission. Exercises independent judgment, and handles a highly diversified mixture of responsibilities in one or several specialized areas. May represent or assume authority for the unit in the absence of the dean.

◆ **Organization Relationship**



◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Administrative affairs, such as evaluating, formulating, and implementing policy for allocation and utilization of resources; responsibility for facilities and space utilization, administering activities for recruiting and hiring faculty and staff; formulating fiscal policies, developing procedures and systems for budget review and expenditure control; advising and working with department or unit heads to establish and implement policies and procedures relating to the unit/campus/university; serving on campus-wide committees.
2. External affairs, such as coordinating and strengthening relationships with corporations, foundations, federal and state funding agencies, alumni, parents, the media, and the general public; acquiring external funds for facilities and major equipment; developing agreements with external institutions relating to academic and research programs.
3. Research and academic affairs, such as conceptualizing and developing long range and strategic plan; developing and evaluating the curriculum, overseeing accreditation and certification requirements; stimulating research; supervising collaborative education or research programs. May teach and/or pursue independent scholarly research.
4. Student services, coordinating recruitment, admission and retention programs, overseeing student support services and student life programs.