

## **ASSOCIATE DEAN**

Florida A&M University  
School of Architecture & Engineering Technology

### **Job Description**

#### **OVERVIEW**

As a member of the SAET Dean's Leadership Team, the Associate Dean will work closely with the Dean's Office to guide the SAET through accreditation and development of new programs and initiatives to address the needs of our local, state, and national communities. The primary function of the Associate Dean will be to advance the vision, mission, and goals of FAMU and the SAET. The Associate Dean reports to the Dean and coordinates the varied functions of the school. This person is responsible for supporting the FAMU SAET's undergraduate, professional, and graduate programs through academic, creative, and scholarly leadership. The Associate Dean is responsible for developing guidelines for advising matriculation, retention, and graduation of students at all levels in the SAET and recommending new or revised policies that align with university, state, and federal guidelines. The Associate Dean fosters strong relationships with other campus units and leaders, while representing the interests of the SAET to diverse audiences both within and outside the university.

#### **DUTIES**

- 1. Developing and submitting the SAET's Annual Assessment Reports of degree programs.**
- 2. Coordination of activities that support student retention.**
  - a. Plan and recommend actions for approval to the Dean for recruitment of FTIC, AA, or AS transfers.
  - b. Support the development and management of articulation agreements and Memoranda of Understanding.
  - c. Work collaboratively with Directors to develop new degree programs.
  - d. Implement continuous strategies to improve the school culture.
  - e. Write and keep current the SAET Student Handbook.
- 3. Coordination of the SAET's research:**
  - a. Evaluate pre-proposals.
  - b. Assist in building faculty teams or interdisciplinary groups to achieve research agendas.
  - c. Receive, filter, and communicate service opportunities.
  - d. Document faculty and student activities during and at the end of the semester.
- 4. Support effective recruitment, mentorship, and retention of students:**
  - a. Manage short-term and long-term goals for recruiting students per the Board of Governors' Performance Funding models.
  - b. Develop and maintain AS and AA feeder programs in collaboration with SAET Directors.
  - c. Assist with the undergraduate and graduate end-of-semester awards.
  - d. Assign graduate student assignments.
  - e. Assist with special events such as job fairs and internship placement activities.

**5. Support effective recruitment, mentorship, and retention of faculty:**

- a. Provide tenure development activities for faculty.
- b. Develop and manage New Faculty Orientation.
- c. Assist in the hiring of new staff.
- d. Support faculty teaching through oversight of teaching needs in studios, classrooms, and laboratories with appropriate University Offices.
- e. Monitor operational effectiveness of support staff.

**6. Coordinate the School's support of university goals and initiatives:**

- a. Stay informed about policies and procedures within the SAET, FAMU, and the Board of Trustees, and communicate relevant policies to faculty and staff.
- b. Develop and implement improvement plans for School culture.
- c. Develop short-term and long-term goals for recruiting students per the Board of Governors' Performance Funding models.
- d. Assist Directors in accreditation processes.
- e. Review, prioritize, and develop implementation strategies aligned with the University's Strategic Plan.
- f. Support all academic administration of the SAET, including recruitment, academic advisement, enrollment, matriculation, classroom assignments, and grade grievances.

**7. Provide SAET and University service:**

- a. Serve as a representative on university committees, including the University Curriculum Committee, ILAC Committee, and Academic Policy Committee.
- b. Serve as the primary point of contact and manage Undergraduate Appeals, as well as graduate and Professional Appeals.
- c. Represent the School in an official capacity when the Dean is unavailable.
- d. Troubleshoot facility issues.
- e. Produce reports in collaboration with the Dean as required.