

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 sustaining and advancing the FAMU SAET's undergraduate, professional, and graduate programs through academic, creative and scholarly leadership. The Associate Dean is responsible for developing guidelines for the advising, matriculation, retention, and graduation of students at all levels in the SAET, recommending new or revised policies that correspond with state and federal guidelines, managing student services staff, and overseeing budgets for student services. The Director also reviews and approves distribution of materials for students, parents, and staff members, as well as develop and approve programs targeted at students. The Associate Dean builds strong relationships with other campus units and leaders while representing the interests of the SAET to audiences both inside and outside the university.

DUTIES

- 1. Coordinating and reporting of the SAET's Assessment of degree programs.**
- 2. Oversight and coordination of all programs and activities that support student recruitment, education, and retention:**
 - a. Approve plan and recommend budget for approval to the Dean for recruitment: FTIC, AA, or AS transfer.
 - b. Support development and management of Articulation agreements, Memorandum of Understanding.
 - c. Work collaboratively with Directors to develop new degree programs.
 - d. Assist Directors in reviewing professional and graduate admissions.
 - e. Implement continuous strategies to improve "School" culture.
 - f. Writes and keeps current the SAET Student Handbook.
- 3. Coordination of the SAET's research:**
 - a. Evaluate pre-proposals.
 - b. Assist in building faculty team members, or interdisciplinary groups to achieve research agenda.
 - 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 Board of Governor's Performance Funding models and implement with the SAET Outreach Coordinator
 - b. Develop and maintain Associate of Science, Associate of Arts feeder programs and implement with the SAET Directors and SAET Outreach Coordinator.
 - c. Coordinate and manage the SAET's enrichment programs and special events.
 - d. Coordinate undergraduate and graduate end-of-the-semester awards.
 - e. Manage Graduate Student Assignments/Assistantships, and scholarships.
 - f. Coordinate special events such as, Job Fair, Internship Placement, etc.

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

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

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

- a. Keeps informed of the policies and procedures with the SAET, FAMU, and BOT and is responsible for informing the appropriate administrative personnel and faculty of such policies as appropriate to their areas.
- b. Improvement plans for School Culture.
- c. Develop short term and long-term goals for recruiting students per Board of Governor's Performance Funding models.
- d. Assist Directors in the accreditation process.
- e. Review, prioritize and develop implementation strategies of the University's Strategic Plan.
- f. Support all the academic administration of the SAET including but not limited to recruitment, academic advisement, enrollment, matriculation, classroom assignments, and grade grievances.

7. Provide SAET and University Service:

- a. Representative on the FAMU Committees: University Curriculum Committee, ILAC Committee, UPARC Committee, Academic Policy Committee.
- b. Member of the SAET Committees: Undergraduate Council, Graduate Council, Faculty Search, Undergraduate Appeals, Graduate and Professional Appeals
- c. Representation in an official capacity when the Dean is unavailable.
- d. Troubleshooting Facility issues.
- e. Produce with the Dean, reports as required.