



## **AUTHORITY AND RESPONSIBILITIES OF THE ACADEMIC DEAN**

### **Overview**

#### **Responsibilities**

The dean is responsible for articulating a vision and strategic plan to guide the school and for exercising leadership to realize the vision. Accountability for the quality and integrity of the unit's programs also resides with the dean. As the spokesperson for his/her unit, the dean is responsible for securing the resources needed to sustain the unit's programs and for communicating faculty, student, and staff accomplishments to internal and external audiences.

#### **Authority**

In accordance with the unit and campus missions, the Dean prioritizes needs within the unit and allocates resources accordingly; makes decisions concerning hiring and reappointment; and establishes policies and procedures for the effective functioning of the unit, in accordance with university policies.

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#### **1. Leadership, Vision, and Planning**

The dean effectively communicates campus-wide priorities to the unit.

In collaboration with chairs and faculty, the dean develops and articulates a mission and vision for the unit that is consistent with the campus mission and vision.

The dean communicates the unit's mission and vision to the unit's faculty and staff, to the administration, and to other relevant constituencies in order to create a shared vision for the unit's future.

In consultation with chairs and faculty, the dean develops and articulates a coherent, realistic strategic plan and measures that advance the mission of the unit and of IPFW.

The dean establishes diversity goals and measures appropriate to the unit's mission and programs.

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The dean generates innovations and initiatives on behalf of the unit's mission and supports appropriate initiatives generated by others.

The dean takes proactive steps to ensure that relevant program standards and criteria are met and, where relevant, that appropriate accreditations are maintained.

The dean is an effective advocate for the unit, communicating needs to the administration and to other stakeholders as appropriate.

The dean makes sound decisions and acts with integrity and fairness.

## **2. Administration and Management**

The dean facilitates the implementation of strategic plan priorities, supporting those with delegated authority to act independently.

The dean establishes and maintains a cooperative, collegial work climate that enhances communication, trust, and productivity of and among faculty, staff, and students.

The dean establishes and monitors a budget that supports the mission of the unit and the programs of its departments.

The dean manages human, financial, and space resources responsibly and in accordance with university policies.

The dean demonstrates respect for shared governance, soliciting input from faculty and chairs when appropriate and communicating decisions to them through appropriate channels.

The dean accepts and responds to constructive criticism.

## **3. Personnel Duties**

The dean oversees all personnel searches for the unit, ensuring that diversity goals for faculty and staff are pursued diligently.

The dean establishes an equitable approach to the salary increment process and communicates it to faculty, staff, and administration.

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The dean provides each department chair and program director in the unit with a written annual evaluation containing both formative and summative feedback.

The dean ensures that all faculty and staff receive written annual performance reviews with both summative and formative feedback.

The dean ensures that appropriate development opportunities are available for faculty and staff.

The dean serves as a mediator in facilitating the resolution of problems or disputes among employees or between faculty and students.

#### **4. Promotion and Tenure**

The dean oversees and monitors the promotion and tenure process, ensuring that faculty receive timely and useful feedback on their progress toward tenure and/or promotion and that established procedures are followed.

The dean ensures that appropriate procedures related to presentation and review of promotion and tenure cases are followed by all departments in the unit.

In recommending personnel actions (reappointment, promotion, and tenure) to the VCAA, the dean ensures that relevant criteria are met and that standards are consistently upheld.

#### **5. Research/Creative Endeavor and External Funding**

The dean supports faculty in their research/creative endeavor goals.

The dean provides leadership in securing external support on behalf of the unit's teaching, research/creative endeavor, and outreach missions.

The dean is proactive in seeking and securing collaborative partnerships, both on campus and externally, that advance the unit's teaching, research/creative endeavor, and outreach missions.

The dean meets expectations established by the administration for targeted external grant opportunities.

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**6. Instruction and Curriculum**

In consultation with departments and programs, the dean ensures scope and coverage of the curriculum.

In collaboration with faculty and administration, the dean pursues development of new degree and certificate programs that meet identified needs.

The dean provides faculty development initiatives that enhance the quality of the curriculum and improve student learning, and supports faculty participation in related development opportunities.

The dean oversees and monitors program assessment and periodic review.

The dean ensures that programs administer appropriate evaluations of courses and instruction.

The dean is proactive in support of the unit's participation in the comprehensive First-Year Experience (FYE) initiative.

The dean promotes and oversees distance education and continuing education programs that involve the unit.

**7. Student Duties**

The dean ensures that all students in the unit have access to timely and accurate academic advising.

In consultation with enrollment management staff, the dean establishes and oversees implementation of an enrollment management plan for the unit, including recruitment of minority and/or other under-represented groups and a commitment to the academic success of all students.

The dean provides and follows appropriate procedures for responding to student concerns in accord with university policies.

**8. Community Outreach/Engagement**

The dean establishes and maintains a functional and effective community advisory council involving major constituencies served by the unit.

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The dean develops academic community partnerships that advance the quality of the academic programs and promote achievement of the unit 's teaching, research, and outreach goals.

The dean oversees and monitors all publications of the unit in keeping with IPFW's integrated marketing plan.

The dean monitors and oversees all development activities of the unit.

**9. Unit Goals and Objectives**

The dean leads the unit in meeting its specific goals and objectives in keeping with the IPFW Strategic Plan.

**10. Professional Accomplishments**

The dean meets her/his personal professional goals and objectives.

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Susan B. Hannah  
Vice Chancellor for Academic Affairs