

**SUL ROSS STATE UNIVERSITY  
POSITION DESCRIPTION OF DEANS**

**Sul Ross State University  
Position Description**

**Official Title:** Dean of Agricultural and Natural Resource Sciences

**Job Code:** 1221

**Salary Group:** Unclassified

**Summary**

**Function:** To serve as the academic and administrative head of the College of Agricultural and Natural Resource Sciences and to report to the University President through the Provost and Vice President for Academic and Student Affairs.

**Scope:** Academic areas within the College of Agricultural and Natural Resource Sciences, University Ranch and Rodeo Program.

**Duties**

**Essential:** Oversee the operation of the departments within the College of Agricultural and Natural Resource Sciences; approve budgets; class scheduling; approve and certify the fulfillment of degree plans for students in the college; with advice from faculty within the college revise or modify programs and curricula; administer university rules and regulations; recruit and evaluate personnel; recommend appointment, salary increments, promotion, tenure and termination of faculty, ranch manager, and rodeo coach; coordinate and supervise graduate programs, degree requirements, admission and advisement; coordinate award of scholarships within the college; assist with recruiting and retention of students within the College of Agricultural and Natural Resource Sciences; supervise ranch and the Turner Range Animal Science complex, assure livestock acquisitions and sales are in accordance with university policy; ensure clubs and organizations within the college function within university guidelines; coordinate San Antonio Livestock Exhibition Leaders in Agriculture Series; work with Agricultural Advisory Board, Vet Tech Advisory Board, Farrier Tech Advisory Board, and Meat Tech Advisory Board; represent the university and college with various agricultural and resource management groups (*e.g.* SALE, HLSR, TAES) and the RAS and Rodeo Exes as directed by the President. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**

**Received:** Reports to the University President through the Executive Vice President and Provost.

**Given:** Chair persons of Departments of Animal Science, Industrial Technology, and Natural Resource Management, Ranch Manager, Rodeo Coach, Administrative Secretary.

**Education**

**Required:** Doctorate in one of the disciplines within the College of Agricultural and Natural Resource Sciences.

**Experience**

**Required:** Minimum university teaching experience appropriate for appointment at the rank of professor in the College of Agricultural and Natural Resource Sciences and a minimum of three years experience in academic administration.

**Equipment/Skills**

**Required:** Strong administrative skills including: experience with budgeting, supervision, university teaching and research, strong communication skills, knowledge of the animal industry and natural resource sciences, computer literacy, and humanistic skills - ability to work with individuals in diverse academic areas.

**Working Conditions**

Usual: Eight hour work day, forty hours per week with early or late hours, weekends and holidays depending on workload. Attendance at various professional, university, community and public activities.

Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human

Resources Director.

Date revised: August 8, 2017

**Sul Ross State University  
Position Description**

**Official Title:** Dean of Arts and Sciences

**Job Code:** 1221

**Salary Group:** Unclassified

**Summary**

Function: To serve as the administrative head of the College of Arts and Sciences and to report to the University President through the Executive Vice President and Provost.

Scope: Academic areas with College of Arts and Sciences.

**Duties**

Essential: Oversee activities of departments within Arts and Sciences to include preparation of budgets for departments and for the administrative Office of Arts and Sciences; ensure that departmental budgets within the college are managed in accordance with university policy; class scheduling; approve and certify the fulfillment of degree plans for students in the College of Arts and Sciences; with advice from the department heads in Arts and Sciences, evaluate, revise or modify academic programs and curricula; coordination of institutional effectiveness program within college; administration of university rules and regulations; recruitment and evaluation of personnel; recommend appointment, salary increments, promotion, tenure and termination of faculty; and coordinate and supervise graduate and undergraduate programs, degree requirements, admissions and advisement; assist with recruiting and retention of students within the College of Arts and Sciences; responsible for coordinating University distance learning program logistics. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**

Received: Reports to the Executive Vice President and Provost.

Given: Department Heads in Arts and Sciences including the Academic Center for Excellence; Behavioral and Social Sciences; Biology, Geology, and Physical Sciences; Computer Science and Mathematics; Fine Arts and Communication, Languages and Literature, and Nursing.

**Education**

Required: Doctorate in one of the disciplines within the College of Arts and Sciences.

**Experience**

Required: Minimum university teaching experience appropriate for appointment at the rank of professor in one of the departments within the college and minimum of three years experience in Academic Administration.

**Equipment/Skills**

Required: Strong administrative skills including experience with budgeting and supervision, university teaching, humanistic skills - ability to work with individuals in diverse academic areas.

**Working Conditions**

Usual: Eight hour work day, forty hours per week with some early or late hours weekly depending on

workload. Attendance at various University, community and public school activities.

Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human

Resources Director.

Date revised: August 8, 2017

## **Sul Ross State University Position Description**

**Official Title:** Dean of Education and Professional Studies

**Job Code:** 1221

**Salary Group:** Unclassified

### **Summary**

**Function:** To serve as the administrative head of the College of Education and Professional Studies and to report to the University President through the Executive Vice President and Provost.

**Scope:** Supervision of academic areas within College of Education and Professional Studies including Small Business Development Center and the H. Joaquin Jackson Law Enforcement Academy.

### **Duties**

Dean of Education and Professional Studies

**Essential:** Preparation of budgets for departments within Education and Professional Studies and for the Administrative Office of Education and Professional Studies; ensure that expenditures within the College of Education and Professional Studies are made in accordance with university policy; approve and certify the fulfillment of degree plans for students in the College of Education and Professional Studies; with advice from the department heads in Education and Professional Studies, evaluate, revise or modify academic programs and curricula; coordinator of institutional effectiveness program within college administration of university rules and regulations; recruitment and evaluation of personnel; recommend appointment, salary increments, promotion, tenure and termination of faculty; and coordinate and supervise graduate programs, degree requirements, admissions and advisement; assist with recruiting and retention of students within the Education and Professional Studies. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

### **Supervision**

**Received:** Reports to the University President through the Executive Vice President and Provost.

**Given:** Department Heads in Education and Professional Studies including Business Administration, Homeland Security and Criminal Justice, Education, Kinesiology and Human Performance, Small Business Development Center and the H. Joaquin Jackson Law Enforcement Academy.

### **Education**

**Required:** Doctorate degree in one of the disciplines within the College of Education and Professional Studies.

### **Experience**

**Required:** Minimum university teaching experience appropriate for appointment at the rank of professor in one of the departments within the college and minimum of three years experience in Academic Administration.

### **Equipment/Skills**

**Required:** Strong administrative skills including experience with budgeting and supervision, word processing, university teaching, humanistic skills - ability to work with individuals in diverse academic areas.

### **Working Conditions**

**Usual:** Eight hour work day, forty hours per week with some early or late hours weekly depending on workload. Attendance at various University, community and public school activities; exempt from overtime provisions.

Position is Security Sensitive.

Special: Weekend meeting with prospective students and parents during recruitment weekends, regular attendance at University activities at night and on weekends. Some weekend teaching possible.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human

Resources Director.

Date revised: August 8, 2017

**Sul Ross State University  
Position Description**

**Official Title:** Dean of Rio Grande College

**Job Code:** 1221

**Salary Group:** Unclassified

**Summary**

Function: The Dean is the chief academic officer of Rio Grande College, a separately-funded upper level component of Sul Ross State University.

Scope: The Dean serves as the chief academic officer for Rio Grande College.

**Duties**

Essential: Responsible for oversight of the academic affairs at the College; responsible for preparing the budget for the academic areas and for supervising the preparation of the budget of the academic departments; supervising the expenditures of those funds; making recommendation on the uses of the Higher Education Assistance Funds appropriated to the Rio Grande College; approves all degree plans in the College and certifies that students earning degrees through Rio Grande College have met graduation requirements; planning and supervising the Rio Grande College commencement ceremony; class scheduling; preparing the Catalog of the Rio Grande College; supervising the course inventory of the College and for the degree inventory, making recommendations to the Executive Vice President and Provost for any changes in the inventory of courses or degrees; with the department chairs of the College, responsible for the evaluation, revision, or modification of the curriculum; evaluation of personnel; recommendations on appointments, salary increments, promotion, tenure and termination of faculty; coordination and supervision of graduate programs including the graduate curriculum and graduate admissions, degree requirements, and advising; represents the University and the College to various boards and other agencies as directed by the President. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

**Supervision**

Received: Reports to the Vice President of the Rio Grande College.

Given: Supervises the chairs of the academic departments of Business Administration, Education, Humanities, Natural and Behavioral Sciences, and Nursing, and the Administrative Assistant to the Dean.

**Education**

Required: Terminal degree in a teaching area.

Preferred:

**Experience**

Required: At least three years experience at the level of department chair.

Preferred: Experience in an upper level institution; experience in a multi-campus setting; grant writing experience.

**Equipment/Skills**

Required: Effective communication skills.

Preferred:

**Working Conditions**

Usual: Eight hour work day, forty hours per week with some early or late hours weekly depending on workload. Attendance at various University, community, and school activities.

Teach one course each long semester. Position is Security Sensitive.

Special:

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: August 8, 2017

