

**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