

Professional Position Description

Title:	Dean of College of Science and Technology
Department:	College of Science and Technology
Location:	Office on Portland campus with regular work on all USM campuses
Schedule:	Full-time, regular, may include work beyond regular business hours, such as evenings and weekends as required
Reports to:	Provost and Vice President of Academic Affairs

Statement of the Job

The Dean is the chief administrative and academic officer of the College and is expected to provide active, inspirational and visionary leadership in all areas of the College's operation. The Dean is charged with continually developing the College by implementing the instructional programs and executing the educational objectives of the College, working directly with department chairs, faculty, staff, and students in developing quality teaching, research, and public service programs. The Dean understands, appreciates, guides, and encourages faculty and staff with diverse backgrounds and talents, in departments with different intellectual specialization and cultures. Activities of the College under the responsibility of the Dean include partnering with the University of Southern Maine Foundation in stewarding alumni relations, representing the College in the annual and capital fundraising efforts of the University, and seeking grant support. The Dean is a University leader and as such actively promotes and supports the University's goals of student success, faculty research and scholarly activity, community engagement and fiscal sustainability. The Dean works collaboratively with other colleges/schools and programs both within and outside of the University to provide an outstanding education for USM students. In addition, the Dean engages with other University leaders around policy matters and makes recommendations to the Provost and Vice President for Academic Affairs on particular matters related to faculty personnel, curriculum, instruction, budgets and other related academic concerns. The Dean works to strengthen and extend university relationships with external communities.

The Dean's work is guided by USM's Service Promise, Student Focused Every Day.

Essential Functions

1. The Dean is responsible for the development, implementation, and evaluation of both short and long-range goals, objectives, programs, and curriculum for the College within the framework of the overall mission of the University in cooperation with the faculty, staff, students, Advisory Council(s) and the community.
2. The Dean is a member of the Provost's Staff and works closely with the academic deans and directors of the other colleges and schools within the University, the Provost, and other administrative officers to share information, facilitate academic concerns, and develop, implement, and review effective University policies.
3. The Dean makes personnel recommendations to the Provost and President regarding the hiring, promotion, retention, dismissal, and salary of all faculty and professionals who hold appointments in the College.
4. The Dean is responsible for the preparation, submission, and disbursement of the College budget, for working within the budget, and for making efficient and effective use of all College resources.

5. The Dean is responsible for encouraging and ensuring that faculty and students have a meaningful role in the development of the College. Promotes and oversees constructive and timely engagement within the College.
6. The Dean is responsible for developing and maintaining effective relationships with external communities.
7. The Dean assures the development of programs of public service and engagement that serve the needs of the community and the University.
8. The Dean is responsible for the administration of academic matters such as class scheduling, registration assistance, student advisory systems, faculty orientation, and the provision of information for academic publications.
9. The Dean encourages and supports faculty teaching, research, publishing, and other scholarly activities pertinent to the profession, as well as professional service that contributes to faculty and/or student learning.
10. The Dean encourages and facilitates faculty participation in University, community, and professional endeavors.
11. The Dean is responsible for assisting in institutional research, identifying and acquiring outside funds, and initiating faculty development opportunities for the College.
12. The Dean is responsible for the employment and supervision of non-academic personnel of the College.
13. The Dean participates in and represents the College and University in professional activities and ceremonial functions outside of and within the institution.
14. The Dean encourages and facilitates the recruitment and retention of students, faculty and staff of diverse origins and cultures.
15. The Dean works with the departments and programs regarding disciplinary accreditation as necessary.
16. The Dean encourages inter-program and interdepartmental collaboration where appropriate.
17. The Dean works with the University of Southern Maine Foundation to strengthen alumni relations, to increase fund raising, and to obtain greater grant support.
18. Additional duties as reasonably assigned.

Special Essential Functions/Responsibilities*

- Authority to commit financial resources of \$25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in university-sponsored programs.
- Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
- Ability to provide own transportation (fully insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

Supervisor Responsibilities

- Supervises a variable number of faculty and professional and classified staff.
- The Dean is responsible for the employment and supervision of non-academic personnel of the College.
- The Dean makes personnel recommendations to the Provost regarding the hiring, salary, promotion, retention, and dismissal of all faculty and professional staff who hold full-time and

part-time appointments in the College. The Interim Dean oversees hiring and review of classified staff.

Budget Responsibilities

- The Dean is responsible for the preparation, submission, management, and disbursement of the budget of the College, for working within the budget, and for making efficient and effective use of all College resources.

Public and Professional Activities Related to Job Performance

- The Dean is responsible for developing and maintaining effective liaisons with external communities.
- The Dean participates in and represents the College and University in professional activities and ceremonial functions outside of and within the institution.

Internal and External Contacts

- **Internal:** Members of the President's staff, members of the Provost and Vice President for Academic Affairs' staff, members of the Finance and Administration staff, other University faculty and staff.
- **External:** Advisory Councils and other appropriate personnel in the local, national, and international education, commercial, scientific, non-profit and governmental communities.

Knowledge, Skills, and Abilities

- Must possess a demonstrable commitment to interdisciplinary education and to innovative, student-centered pedagogy and civic engagement.
- Must possess administrative experience characterized by consensus building and teamwork and demonstrated commitment to diversity.
- Must possess a successful record of teaching, scholarship, and service; a willingness to teach; a commitment to innovative educational technologies; experience working with non-traditional students; and administrative experience on the level of chair/head/director or above.
- Must possess and exhibit strong interpersonal and communication skills, respect for the academic process and shared governance.
- Must possess and exhibit an appreciation of the diverse faculty, disciplines, programs, and student body within the College; a clear vision of management education in a global economy; and a sense of perspective on and strong commitment to the mission of the College, which centers on excellence in teaching.

Qualifications

Required:

- Must possess an earned doctorate or terminal degree in a discipline consistent with one of the College's academic units.
- Must be eligible for tenure at the rank of associate professor or professor in one of the College's academic units.
- Must possess demonstrated administrative experience in planning, program development, and budget management at the level of department chair, Interim Dean or equivalent.

**NOTE: All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background*

screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

HR Use Only

Approved	
Revised	
Job Family	
Salary Band	Management
Unit	Management
CUPA Code	
Employee	
Position Number	00026823
Compliance	