

COLLEGE DEAN RESPONSIBILITIES POLICY

Policy #	AA-425	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all college deans at FBSU.

2. Policy

The Dean chairs the college in accordance with the powers and duties laid out in the University regulations, and s/he is the chief academic officer and administrative leader of the College, and serves as a key member of the University leadership team. The responsibilities of the college Dean include but not limited to:

- 2.1 Work closely with and report to the Chancellor;
- 2.2 Provide leadership to the faculty in his/her college;
- 2.3 Manage the affairs of the college;
- 2.4 Develop strategic plan congruent with the mission, vision, and strategic framework of the university;
- 2.5 Develop a technology plan that maps the technology needs of the college for 3 to 4 years;
- 2.6 Prepare yearly budget for the college and monitor fiscal conditions to achieve financial targets;
- 2.7 Establish the educational structure for the college and monitor academic offerings of the faculty to ensure relevancy and quality of teaching and learning and that the teaching/learning policy and strategy university is implemented effectively;
- 2.8 Work with the faculty to identify research focus areas and develop research plan to ensure relevancy and quality;
- 2.9 Create an environment conducive to quality-centered education;
- 2.10 Plan for new programs and program accreditation;
- 2.11 Coordinate closely with Continuing Education Center, Foundation Year Program and Deanship of Quality and Academic Accreditation;
- 2.12 Assess personnel performance;
- 2.13 Act on department needs;
- 2.14 Faculty Evaluations each term/year;
- 2.15 Update Faculty Manual;
- 2.16 Prepare Calendar for the semester (Faculty meetings, etc.);
- 2.17 Hold monthly faculty meetings with minutes;

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- 2.18 Hold town-Hall meetings with students;
- 2.19 Maintain a database for all personnel (2-page Faculty CVs, etc.);
- 2.20 Encourage and support research in targeted focus area;
- 2.21 Ensure quality-centered education;
- 2.22 Develop advising plan, process, dates, etc.;
- 2.23 Develop training policies and manage training program;
- 2.24 Ensure effective utilization of labs and available space;
- 2.25 Harness relations with the community and other institutions;
- 2.26 Seek scholarships and other funds;
- 2.27 Organize advisory for the college;
- 2.28 Develop awards and their policies for faculty, staff, and students;
- 2.29 Maintain honor list;
- 2.30 Sponsor student's activities;
- 2.31 Anticipate personnel needs and plan recruitment; and
- 2.32 Prepare college budget.