

***DEAN, COLLEGE OF ENGINEERING, ARCHITECTURE  
AND TECHNOLOGY  
Oklahoma State University  
Stillwater, Oklahoma***



**POSITION DESCRIPTION**

**I. TITLE**

Dean, College of Engineering, Architecture, and Technology, Oklahoma State University

**II. AUTHORITY**

The Dean reports to the Provost and Senior Vice President on graduate education matters, multidisciplinary program development, and research issues pertinent to the College. The Dean also serves as the chief academic, business, and fiscal officer of the College. The Dean works with the faculty to formulate and implement administrative and educational policies affecting the College, establish and oversee the organizational structure of the College, develop and allocate resources of the College, and represent the College in relevant on- and off-campus matters.

The Dean has the ultimate responsibility for all activities within the College and has commensurate authority for performing the duties of the office. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

**III. MAJOR RESPONSIBILITIES**

It is essential that the Dean provide strong, ethical, and forward-looking leadership in relations with people-individuals and group-both internally and externally. Effective two-way communications must be carried on continuously among and between people involved in the planning, developing, implementing, evaluating, reporting and promoting of the programs in the College, Such effective two-way communication also must be carried on with other units and administrative components of the University. This genuine and persistent need for such communication exists both internally with the administrators and faculty within the College and the University, and externally with many agencies, special interest groups and the general public.

**A. Duties Related to General Administration:**

1. Develops long- and short-range plans and objectives for the College along with necessary policies and programs for achieving those objectives.
2. Understands trends in engineering, architecture and engineering technology education and research, and facilitates initiatives to respond to mission related opportunities.
3. Devotes significant personal efforts promoting external relations and allocates time and effort necessary to obtain substantial external funding to enhance the College.
4. Leads preparation and review for the accreditation of engineering, engineering technology and architecture programs.
5. Establishes faculty and staff requirements for the instructional, research and extension programs for the College, and oversees faculty and staff development programs.

6. Selects school heads and directors and approves recommendations for faculty and staff employment, promotion, salary adjustment and termination, although typically such personnel action recommendations are subject to final approval by the President and the Board of Regents.
7. Prepares salary and non-salary budgets for instruction, research and extension activities within the College, allocates funds to each function, and monitors the use of such funds.
8. Assures that accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds.
9. Seeks grants, contracts, and donations from extramural sources for the improvement of the programs within the College.

**B. Duties Related to Instruction, Research and Extension**

1. Demonstrates and enhances a climate of academic excellence in all programs within the college.
2. Directs the supervision and coordination of the instruction, research and extension activities within the College.
3. Reviews and approves policies and programs relative to instruction, research and extension activities within the College.
4. Interacts with academic deans campus-wide to encourage and facilitate interdisciplinary programs.
5. Promotes and encourages faculty and staff development designed to enhance the quality of instruction, to maintain and stimulate research in areas related to the mission of the University and of the College, and to improve the quality of extension services.

**C. Duties Related to Public Service**

1. Represents the College and the University by participating in the activities of appropriate professional, technical and civic organizations.
2. Represents the College and the University in discussion of those public issues which are related to expertise found within the College.

**IV. QUALIFICATIONS**

- A. Demonstrated ability to inspire others to excellent, effective and creative performance, to relate to people, to manage funds, to generate resources for use by the College and to delegate responsibilities and authority generously and wisely.
- B. Demonstrated ability to lead a major fundraising campaign.
- C. Strong belief in the role and mission of a modern land-grant university.
- D. Minimum of three years of administrative experience in engineering or architecture education at a comprehensive research university with major responsibilities for a program in one or more division or departments usually found in colleges of engineering, architecture or engineering

technology.

- E. A willingness and an ability to take responsible risks and to make decisions sometimes prior to the acquisition of complete and perfect information.
- F. Earned doctorate degree, along with an outstanding record of scholarly achievement in teaching, research, and service that qualifies the individual for a tenured appointment at the rank of professor in one of the College's academic units.
- G. Demonstrated ability to communicate effectively with others.

V. **PROFESSIONAL IMPROVEMENT**

The Dean of the College should pursue a course of action designed to improve his/her performance. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journals and for delivery at professional meetings; engagement in independent study, travel and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the College of Engineering, Architecture, and Technology.

Approved by the OSU Board of Regents, January 21, 2011.