

## ASSISTANT DEAN\*

### **Function of Job:**

Under administrative review of the Dean of a college or school, to assist and inform the Dean in all matters of administrative and academic concern, and to be responsible for special projects or programs as assigned.

### **Characteristic Duties and Responsibilities:**

1. Assist in all matters concerning the professional development of faculty and/or their recruitment and evaluation.
2. Advise and assist in the planning and development of the college or school.
3. Assist the Dean in liaison with department chairs and program coordinators, and schedule/coordinate meetings with them as well as faculty in general.
4. Assist in developing and improving school/college policies, procedures, rules and regulations, and act as administrative coordinator for same with faculty.
5. Assist with student registration, scheduling, orientation and/or scholarship or honors programs.
6. Coordinate the work of the Dean's office personnel as related to school/college policy and faculty concerns.
7. Account and facilitate school/college supplemental allocations to departmental budgets.
8. Prepare or assist in the preparation of written documents such as reviews, reports, curriculum, course proposals, catalogs and bulletins, according to USNH policies and procedures.
9. Represent the Dean on various campus committees and outside organizations.
10. Act as resource person for students and parents, and provide counsel in problem areas.
11. Conduct special studies and be responsible for special programs or projects as assigned.
12. May teach courses as required.
13. Act for the Dean in his/her absence (in lieu of Associate Dean).
14. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

Ph.D. in appropriate field.

At least one year of experience as a faculty member.

Familiarity with academic roles, rules, procedures, faculty or student problems and viewpoints.

### **Additional Desirable Qualifications:**

Additional experience beyond minimum requirements.

Familiarity and understanding of the mission of the school or college to be served.

At least one year of administrative experience.

6/21/84

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System Approval

6/21/84

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised – Original approved 7/29/76.