Divisional Proposal

Undergraduate Dean

- Supervises Division Assoc Deans
- Represents needs, concerns of UG Program to the College
- Leads planning for UG Program
- Ensures that long range plan is implemented
- Oversees review and development of UG curriculum
- Chairs “Curriculum Committee” of Division Associate Deans

Division Associate Dean

What’s not getting done:

- Act as a Curriculum/Academic Policy Committee with other Division Assoc Deans: integrated curriculum review and development
- Institution –wide articulation of learning goals for students and process for ongoing development
- Leads scalable conversations beyond department level on educational philosophy, program development, delivery strategies etc. – engages faculty in ongoing dialogue around vision
- Facilitates interdisciplinary relationships and programming
- Leads divisional planning; links with institution

General:

- **Administer** operations of division’s departments
- **Communication:** Ensure effective communication within division; represent the faculty needs, opinions and concerns to the administration, and those of the administration to the faculty
- **Decision Making:** Involve chairs and faculty in divisional decision making in effective and timely form and manner
- **Oversee department chairs** and ensure that responsibilities are met; Oversee chair appointment and evaluation
- Ensure division operates in compliance with accreditation standards
- **All formal reports/forms** including Self Study material

**Curriculum and Programs**
- Curricular development
- Integration of curriculum within division and whole college
- New program development and implementation
- Schedule of course offerings and faculty assignments
- Visiting Artists/Designers/Scholars Programs
- Implementation of long range plan

**Budget/Resources**
- Budget development and advocacy for needs of division
- Budget oversight and planning
- Facilities, equipment, and space needs and planning for division

**Faculty**
- Faculty mentoring and development
- Personnel issues
- Assignments
- Evaluation/contract renewal/sabbatical and leave planning
- Searches, hiring

**Academic Policies**
- Policy oversight and development
- Student problems and appeals