GENERAL OVERVIEW

The Dean of an academic unit at IPFW is the designated leader and administrative officer responsible for the effective and efficient operation of the school within the policies, directions, and plans of the university as a whole.

The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it.

The Dean is the public spokesperson for his/her academic unit, internal and external to the university, and shall exercise the authority commensurate with the following responsibilities specifically vested in them by the trustees and/or delegated to them by the administrative officers of the university.

It is understood that the Dean may delegate many duties described in this description to department chairs, program coordinators or assistant/associate deans, but is ultimately responsible for the quality of their implementation. The Dean serves at the pleasure of the administration and is continued at the option of the university. (Purdue Executive Memorandum B-50 3/16/79 Section D.9, p.6).

LEADERSHIP AND ADMINISTRATIVE DUTIES

A.1. To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic unit as a whole, and of the sub-units (departments and/or programs) within it.

A.2. To establish and maintain a cooperative, collegial work climate which enhances communication, trust, and productivity of and among faculty and administrative, secretarial staffs and students.

A.3. To work cooperatively in establishing and monitoring a budget which enhances and supports the mission of the academic unit and sub-units. Monitoring will include allocating funds to sub-units and transmitting recommended budgetary transfers among sub-units.

A.4. To ensure that procedures established and applied fundamentally protect and enhance the unit's academic integrity, focusing the core functions on its essential, academic mission.
A.5. Where applicable, to coordinate and ensure that all necessary and relevant activities and
duties ensure proper unit accreditation.
A.6. To be responsible for developing a coherent, realistic strategic plan which advances the
mission of the academic unit as a whole, and which ties the unit's mission with the mission
of the campus and campus wide priorities.
A.7. To direct and coordinate the creation and implementation of the unit's class schedule for
publication in master catalogs and semesterly schedule of classes.
A.8. To be responsible for initiating and implementing an enrollment management plan
consistent with the campus plan, working towards improving student recruitment and
retention.
A.9. Where applicable within campus policies and procedures, to ensure that faculty and
student grievances are correctly processed and appealed in a timely and appropriate
manner.
A.10. To represent the academic unit to the Vice Chancellor, IPFW administration, other
segments of the university, and to the communities served by the unit.
A.11. To ensure productive use of unit facilities and space, adhering to OSHA and other
applicable and required regulatory laws/rules.

**Personnel Duties**

P.1. To create and maintain a personnel data base regarding the employment and performance
of all persons within the academic unit.
P.2. To coordinate all personnel searches for the academic unit, ensuring that diversity goals
for faculty are pursued diligently.
P.3. To provide written evaluations of faculty and staff in keeping with campus
policies/procedures.
P.4. To prepare annual written performance appraisals of all department chairs and/or program
coordinators.
P.5. To establish and implement an equitable and accurate approach to compensation for
faculty and staff.
P.6. To engage in such career counseling of faculty and staff which maintain morale, reward
and foster competence and effort, and deal effectively with problems and issues which
decrease faculty and staff performance.
P.7. To use the promotion and tenure process to create an atmosphere of growth.
P.8. To create and implement a faculty development plan which contains a systematic design to
improve classroom teaching skills, especially with students of diversity.
P.9. To recommend to the Vice Chancellor all personnel actions, such as appointment,
reappointment, promotion, tenure, leave, involuntary dismissal, transfer, resignation and
sabbatical.
P.10. To serve as the mediator in resolving problems arising among faculty and their department
chairs or program coordinators, faculty and staff or faculty, staff and students.
Instructional Duties

I.1. To ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
I.2. To coordinate grants submitted by the academic unit, ensuring that they are congruent with the unit's goals and that they are presented to the appropriate university offices for approval in a timely fashion.
I.3. To work cooperatively with the administration and faculty to develop relevant degree and certification programs which serve the needs of the population of Northeast Indiana.
I.4. To coordinate distance education and continuing education programs which involve the unit.

Student Duties

S.1. To ensure that accurate and timely academic advising is provided to all students in their respective majors and within each of the sub-units.
S.2. To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
S.3. To establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the academic unit.
S.4. To improve student recruitment and retention within the unit.

Community Relations Duties

C.1. To establish and maintain a functional and effective community advisory council involving the major constituencies served by the academic unit.
C.2. To coordinate all publications, brochures, pamphlets and other information products/services of his/her academic unit or sub-units.
C.3. To direct and coordinate all unit fund raising activities including phonathons and other promotional work with unit or sub-unit alumni.

Other Duties

D.1. To perform such other duties as may be delegated or assigned by appropriate campus administrators.

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Fenwick W. English
Vice Chancellor for Academic Affairs