McNeese State University

**Position:** Academic Dean, Burton College of Education  
**Division:** Division of Academic and Student Affairs  
**Reporting Authority:** Provost and Vice President of Academic and Student Affairs

**Position Status:** Full-time, Unclassified

**Qualifications:** Earned doctorate or terminal degree from an accredited institution in a discipline appropriate for the college programs.  
- Administrative experience in a higher education setting  
- Teaching and scholarly experience supporting eligibility for tenure  
- Excellent written, oral, and interpersonal communication skills  
- Evidence of successful supervision of professionals  
- Proven record of innovativeness and ability to foster teamwork  
- Knowledge of accreditation and willingness to uphold standards  
- Commitment to fostering a student-centered learning community  
- Ability to budget and operate within allocated resources

**Duties and Responsibilities:**

1. Is appointed by the President of the University and the appointment is approved by the Board of Supervision of the University of Louisiana System.

2. Is responsible to the Vice President for Academic and Student Affairs.

3. Serves as an academic administrator who explains and implements university policies within his or her own college.

4. Supervises development of those policies unique to the college.

5. Coordinates and supervises all activities within the college so that academic excellence will be achieved in those disciplines for which the college is responsible.

6. Promotes a desirable image for the college and university and seeks to develop continuing good relations between the university and the area which it serves.

7. Coordinates the activities of department heads toward a unity of administrative effort so that clearly defined goals may be achieved.

8. Supervises, counsels, and encourages department heads in their efforts.

9. Maintains current records and insists that department heads follow his or her example.
10. Examines and analyzes both the content and adequacy of his/her college curricula, making certain that curricula and course offerings are current and that the university catalog reflects this fact.

11. Coordinates schedules for the college.

12. Counsels department heads on faculty recruiting, development, and faculty utilization within the framework of the college.

13. Is responsible for fiscal matters of the college.

14. Consults with department heads on the preparation of annual budgets and consolidates departmental requests into a single budget for the college.

15. After consulting with department heads, recommends which faculty members in the college are to be promoted, receive merit pay, be granted tenure, or be granted an official leave.

16. Oversees allotment of space and coordinates maintenance of facilities.

17. Other duties as assigned by VPASA.

Revised 3/6/13