

DRAFT

The Dean of the School of ??? serves as the chief academic and administrative officer of the School of xxx. The Dean is the academic leader of the School and reports directly to the Provost of the university. As chief advocate for the School, the Dean promotes its goals, leads its development, and addresses its mission. The Dean is a person of vision and leadership who is responsive, trustworthy, reflective, with strong communication skills. A commitment to strong working relationships drives the Dean to collaborate with faculty and staff to pursue excellence in teaching, research, and service within an inclusive learning environment.

Leadership (30%)

Lead the School in fulfilling its mission, values, and vision. Update the School on the latest issues, trends, and challenges facing disciplines within education and the professions. Support curriculum development, including assessment and accreditation. Serve as liaison to SUNY administration and the *Dean's and Directors of Educator Preparation Programs* Group.

Planning and Management (30%)

Plan for and manage all human, financial and facilities resources of the School including the Teacher Certification Office, Small Business Development Center, International Graduate Programs for Educators (IGPE) and International Professional Development Schools (IPDS). Oversee state, research foundation, and Buffalo State foundation accounts and funds. Meet regularly with the Provost and other deans and academic leaders in the Provost's Council.

Faculty and Staff Support (20%)

Support the faculty through the hiring, renewal, tenure, and promotion processes. Support the faculty's teaching, research and creative activity, and service. Support staff members, and address personnel issues.

Teacher Education Unit (10%)

Serve as Head of the Teacher Education Unit, or designate an appropriate Head, as defined in the bylaws of the Teacher Education Council. Represent Buffalo State's Teacher Education Unit in matters relating to NYS certification for educators and leaders.

Advocacy (5%)

Advocate for programs within the university and across the local, state, national and global community. Submit an annual report incorporating the accomplishments of faculty, staff, departments, and programs in the school.

School Development (5%)

Develop the School by fundraising and developing campus, national, and international partnerships.

