

JOB DESCRIPTION:	Associate Dean		
DEPARTMENT:	Academic Affairs		
REPORT TO:	Dean of the College – Professional Studies; Education; Arts & Sciences		
TERM LENGTH:	Faculty-Elected Term - 3 years	FLSA STATUS:	Exempt
COMPENSATION:	\$15,455 (annual) + 6 credit hour course release (each semester)	DATE APPROVED:	11-JUL-2025
		DATE MODIFIED:	NEW

SUMMARY:

The Associate Dean serves the role of first among equals. The Associate Dean is responsible for the administration of their respective unit's budget and curriculum and provides supervision and leadership for the Faculty. The Associate Dean is expected to provide leadership for the Department by facilitating consensus among department Faculty. The Associate Dean is a liaison between the department and the College. The department Associate Dean's authority is exercised in the context of shared governance with the Department Faculty. The Associate Deans report directly to the College Dean and are responsible directly to the Faculty members of their respective Departments.

DUTIES:

Responsibilities/Authority of Associate Dean

1. To promote a Department environment of participatory governance, involving Faculty, staff, and students, where consensus is the norm.
2. To promote and support an environment where the Associate Dean is accepted as colleague and Faculty member in addition to serving an administrative role.
3. To promote and support an environment of integrity and responsibility, and to take corrective action, including the issuance of discipline, in cases of improper behavior on the part of Faculty or staff.
4. To promote effective processes for the mediation of Department conflicts among Faculty, staff, and students, including such matters as academic grade appeals.
5. To call and direct Department meetings at least 4 times each semester in order to solicit Faculty input on the administrative decision-making process and to do the business of the department.
6. To delegate to Faculty the responsibility for specific facilities and activities in order to increase the efficiency of Department operations. Additionally, program coordinators may be designated as appropriate to the Department.
7. To appoint part-time Faculty and staff (subject to administrative authorization and review) after consulting with the Department Faculty who will be most closely associated with the part-time position.
8. To coordinate the creation of class schedules and the allocation of teaching assignments in consultation with the Faculty in the various disciplines within the Department.
9. To coordinate the acquisition and maintenance of adequate library resources to meet academic program needs.
10. To maintain specific Department files and data pertaining to staff, equipment, facilities, finances, students, curricula, and Department activities.
11. To oversee the selection of graduate students pursuing departmental concentrations and programs.
12. To facilitate an effective system of undergraduate and/or graduate student advisement.

13. To advise the College Dean in carrying out the duties delegated to the Dean by the Vice President for Academic Affairs.

ADDITIONAL Responsibilities/Authority of Associate Deans

Associate Deans assume all of the responsibilities that Department Chairs perform, but have additional duties that are listed further below.

1. **Overseeing.** Oversees Program(s) accreditation within the academic unit.
2. Responsibilities include preparation of Quality Assurance Reports, Self-Study Reports and other Outcome Assessment
3. **Representative.** Serve as the WNMU representative for local, regional and state initiatives. Constant involvement in these initiatives is required.
4. **Compliance.** Monitor programs to ensure compliance with applicable accrediting bodies, and state and federal requirements.
5. **Reporting.** Oversees the development, implementation and reporting of outcomes and assessment of programs to meet the needs of individual agencies to which they are required to report.
6. **Assessment.** Oversees the maintenance of a variety of individual student, program specific assessment data, and program records and information in assigned areas of responsibility. Requirements include prescriptive syllabus, outcomes, data tracking, data compilation, validity and reliability assessments, etc.
7. **Budgeting.** Develops and administers budgets in assigned areas of responsibility in addition to university assigned departmental budgets.
8. **Supervision.** Implement and allocate internal and external resources.
9. **Policies.** Advises and responds to questions from external agencies regarding complex issues or policies affecting programs and services.
10. **Specialized Programs.** Manages specific programs at the campuses in order to increase enrollment by providing specialized services for specific populations/programs. This includes branch and virtual campuses.
11. **Stakeholders.** Coordinates and oversees community engagement and stakeholders' meetings and projects (i.e. advisory boards).
12. **External recruitment.** Actively recruit students, staff and faculty to professional programs, including student placement coordination, faculty and staff development, and state/nation-wide trainings.

Department Associate Dean Internal Selection Process

The Associate Dean shall be nominated by their respective department. The appointment is made by the University President. A department Associate Dean can be removed by a $\frac{3}{4}$ majority vote of the faculty members of the department. Removal shall occur either at the end of a semester or academic year.

Term: The term for Associate Deans shall be for three years. Interim appointments shall be for one year with the possibility of a one-year extension if supported by the Faculty through a Faculty vote. Appointments made without an election are considered interim.

Eligibility: Normally, only full-time tenured faculty should be eligible for nomination as Associate Deans. In exceptional circumstances, full time tenured track faculty may be nominated for an interim appointment. Any person eligible to vote in General Assembly shall be deemed eligible to vote in the election of departmental Associate Deans for their home department, pursuant to 300-II-A. Faculty on sabbatical leave

can choose to participate in the Associate Dean Selection Process and are eligible to be nominated as Associate Dean.

Selection Process:

1. During a departmental meeting in the month of April during the last year of the department Associate Dean's term, there shall be a nomination and election held for the next department Associate Dean. Elections should be held via closed/written ballot. Interim elections should follow a similar process when needed.
2. The departmental faculty evaluate the department Associate Dean annually in late April.
3. A department Associate Dean can be removed by a $\frac{3}{4}$ majority vote of tenured and tenure track faculty members of the department.

REQUIREMENTS:

1. **Education /Background:** The Associate Dean must possess credentials and/or education consistent with HLC guidelines for teaching in their field(s) as well as a track record of demonstrated leadership, communication, and problem resolution skills. Preferred candidates have achieved tenure in their field.
2. **Job Knowledge:** The Associate Dean must possess a strong understanding of WNMU's mission, values, and organizational structure. This role requires knowledge of university policies, procedures, and best practices in the relevant field to effectively support departmental and institutional goals. The ideal candidate will demonstrate comprehensive knowledge of academic leadership, accreditation standards, compliance requirements, and program assessment. Skills in budgeting, faculty and staff supervision, external relations, and student recruitment are essential. The role also requires expertise in shared governance, curriculum oversight, and stakeholder engagement with a commitment to fostering a collaborative and inclusive university environment.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)