IUPUI

Roles and Responsibilities of Deans

Position Goal: To support and improve the major activities of the academy: learning, teaching, research, and service; although the expectations may differ by discipline.

Duty Areas (generated by reviewing recent IUPUI dean searches):

I. **Strategic Vision**
   a. Assure school alignment with IUPUI/IU goals and missions
   b. Gather reliable trend data on current position of the school
   c. Create and implement a strategic plan and vision in consultation with faculty and other constituencies
   d. Identify constraints that must be overcome
   e. Set reputation and rankings goals
   f. Align goals with resources

II. **Dynamic Leadership**
   a. Provide strong advocacy for the school and campus
   b. Build relationships university-wide at all levels of the organization and with key external constituencies
   c. Assure open and constant communication with constituencies
   d. Build consensus by framing issues and conflicts in a way that fosters resolution
   e. Foster strong connections between internal and external constituencies
   f. Facilitate and encourage interdisciplinary activities
   g. Demonstrate a style that promotes a respectful, civil, collaborative environment

III. **Administrative/Operational Functions**
   a. Personnel
      i. Conduct quality hiring
      ii. Set clear standards of performance
      iii. Implement a meaningful evaluation system that holds people accountable for performance
      iv. Provide public recognition of contributions
   b. Assure fiscal responsibility in RCM environment
      i. Demonstrate knowledge of all facets of the school’s fiscal picture
      ii. Approve, administer and allocate the school’s budget
      iii. Assure infrastructure and resources needed for the school’s programmatic needs
      iv. Identify and increase revenue streams (grants, fundraising, etc.)
c. Faculty development and oversight
   i. Hire and retain high quality faculty that enhance the school's performance and reputation
   ii. Provide proper mentorship
   iii. Lead tenure, promotion and faculty renewal efforts
   iv. Assure due process in all faculty evaluations

d. Assure diversity and access
   i. Recruit a diverse student, faculty and staff
   ii. Assure that the curricula address global and cross-cultural issues
   iii. Place emphasis on global partners as appropriate

e. Academic offerings
   i. Assure program growth and enrollment management
   ii. Conduct evaluation of programs for quality and continuing relevance
   iii. Provide program branding and marketing

f. Research trajectory
   i. Provide infrastructure and support to increase funding and scholarship
   ii. Oversee school research centers

g. Student support
   i. Recruit a quality student body
   ii. Assure strong student services to improve student retention and success
   iii. Support IUPUI student initiatives such as RISE, learning communities, etc.
   iv. Assure quality teaching and evaluation of student learning
   v. Provide appropriate graduate student support

IV. Personal Goals
   a. Maintain own scholarship and standing in the discipline
   b. Provide active leadership in professional organizations