JOB DESCRIPTION

Personnel Office Use Only
Position No. 158222
Non-Classified X
Classified _____
Exempt X Non-Exempt___

POSITION TITLE: Dean, University College and Professor

INCUMBENT EMPLOYEE: Sue Weaver

EMPLOYEE CLASSIFICATION:
____Instructional Faculty
_X_ Administrative Faculty
____Other Faculty
____Other Unclassified
____Classified

FUNCTION OF WORK: Head of Academic College
SUPERVISION RECEIVED: Vice President for Academic Affairs
SUPERVISION EXERCISED: Assigned faculty and staff

DUTIES AND RESPONSIBILITIES

% to Time	Description
100%	Assuming total academic and fiscal control of the University College. Serve as the leader of this curriculum area. This role involves creativity, public relations, faculty development, curriculum development, promotion of programs and in general, the quest for academic excellence. Scheduling classes in a manner that will achieve cost-effectiveness. Teaching classes in a manner that will promote academic excellence. Maintain office hours at times that will make you accessible to your constituency and to all members of the University community. Advise and counsel students. Participate in scholarly activities appropriate to your discipline or position. Creating and maintaining a positive, aggressive, student-oriented and caring academic atmosphere. Supervise faculty members in their assigned functions. Maintaining a collegial relationship with peers and colleagues throughout the University. Participate in all official University functions labeled as such by the President or Vice President. Support the President and the Vice President for Academic Affairs in carrying out their responsibilities. Assist in the marketing, recruiting and retention plans for the College as defined by the area of Enrollment Management. Facilitate the admissions decision process to the College and the awarding of College-specific scholarships. Acknowledging and agreeing to comply with the Board of Supervisors for the University of Louisiana System Compensatory Time Policy, Annual Leave Policy and Sick Leave Policy for unclassified annual leave earning employees. Acknowledge and agree to comply with those mandates of the Constitution and laws of the State of Louisiana which regulates the activity and employment of state employees including, but not limited to the "Code of Governmental Ethics, LA R.S. 42:1101 et seq", and "Dual Office Holding and Dual Employment, LA R.S. 42:61 et seq".