

NOV- Notice of Vacancy and Request to Fill

All blanks must be completed before approval.

*Position Title: Assistant or Associate Dean of CoSEA

* PIN R03359

*College/Division CoSEA

*Department CoSEA

*Department Head Grady Price Blount

*Funding Source(s) 131300-20300

New Position: ☐ Replacement: ☒ Ad Interim Replacement: ☐

If Replacement, for whom? Jerry Parish

Type of Appointment: Staff : ☐ Non-Search ☐ Search ☒

Faculty: ☒ Tenure Track: ☒ Non Tenure Track ☐

Dean or Director

Approval to hire and funding verified

Date

Human Resources/Office of Equal Opportunity & Diversity

Date

President or Vice President

Date

NOV form must be completed with President or Vice President's signature before any advertising.

Position Title	Assistant Dean of CoSEA
Title Code	ASSIGNED BY HR
Department	Commerce-Dean College of Science, Engineering and Agriculture ▼
N.O.V. Number	ASSIGNED BY PEOPLE ADMIN
Salary <i>Starting salaries for positions may be negotiable based on qualifications and experience</i>	\$60,000
Pay Basis	Annually ▼
Job Open Date	Immediately Upon Approval. Position will remain open until filled.
Major/Essential Duties of Job	1. Assists the dean in the management and leadership of the college by performing various assigned tasks and by representing the college at committee meetings and functions. 2. Responds to requests from the faculty regarding The A&M System and A&M-Commerce procedures. 3. Serves as the primary responsible party for coordinating and facilitating assessment practices and provides data and interpretation to the dean and office staff on budgetary and programmatic needs of the college's academic departments. 4. Monitors semester course offerings in terms of enrollment numbers, number, frequency and time of offerings, class size, etc. 5. Works with department heads in building the schedule of classes to ensure efficient resource use and to minimize conflicts. 6. Ensures that adequate faculty resources exist to honor scheduled class offerings including identification and recruitment of adjunct faculty. Completes small enrollment and faculty workload reports for submission to Provost Office. 7. Serves as liaison between dean and department heads on requests for new faculty positions and provides administrative and leadership support for initiating and completing the search process. 8. Works with department heads in arranging for facilities and space to meet programmatic needs. 9. Serves as an adviser to the dean regarding the evaluation of faculty: tenure decisions, promotion considerations, merit pay increases, adjustments to salary, and similar faculty matters. 10. Serves as a backup channel for communication between department heads, faculty, and community leaders to the dean. 11. Collects various data and assembles information concerning the college which can be used to project the image of the College to the public and to various funding groups. Develops and maintains a public information and support system for alumni of the college. 12. Serves on committees, such as: faculty search committees, commencement committees, and other ad hoc committees as assigned by the dean. Organizes and chairs a committee which helps to make some of the college disciplines more visible on campus and preside at meetings in the absence of the dean.

	13. Develops and maintains a management information system for long and short range planning and for decision-making regarding resource allocation. In cooperation with departments, develops and maintains a systematic follow-up of graduates of the College. Responds to routine data requests from the office of the VPAA. 14. Teaches one course per fall and spring semester. 15. Represents the dean and the college at official functions when he/she is unable to attend in person. 16. Contributes to the effective team management of all relevant problems, issues and opportunities. 17. Shall include, but is not necessarily limited to, the above duties.
Occasional Duties	May temporarily perform other duties assigned to maintain operations and services.
Required Education and Experience	Requires a terminal degree and at least three (3) years of related experience. Requires ability to multi-task and work cooperatively with others. Detailed knowledge of accreditation procedures is essential.
Preferred Education and Experience	Knowledge of electronic spreadsheets, preferably EXCEL. Excellent oral and written communication skills and interpersonal skills.
Required licenses, certifications, or registrations	
Required special knowledge, abilities, and skills Click for additional directions.	
Special Instructions to Applicants	Texas A&M University-Commerce offers more than 100 degrees at the undergraduate, master's and doctoral levels to over 12, 000 students. Located one hour from downtown Dallas, Commerce is a rural community with a rich combination of local music, festivals and other unique entertainment. Texas A&M University–Commerce is actively working towards Hispanic Serving Institution status in order to better serve this fastest-growing demographic group of the state and region. We are actively searching for faculty that will provide excellence in teaching and service with an emphasis on funded research, innovation, and outreach. Texas A&M University-Commerce is committed to promotion of diversity and thus the candidate should facilitate a work environment that encourages knowledge of, respect for, and ability to engage with those of other cultures or backgrounds. The candidate should have an understanding and knowledge of multicultural and diversity issues, and their potential applications to pedagogy, programming, and service activity. Texas A&M University-Commerce offers an excellent comprehensive benefits package including health, vision, dental, long-term disability, life

	insurance, long-term care, accidental death and dismemberment, flexible spending accounts, offered campus child-care, defined-benefit retirement through the state system, along with optional tax-sheltering opportunities. For a detailed description of benefits, go to: http://www.tamus.edu/offices/benefits <i>Texas A&M University-Commerce is an Equal Opportunity and Affirmative Action Employer.</i>
Location	Commerce 
Job Type	Full-Time 
FLSA	
Position Type (For details click here)	Budgeted - benefits eligible 
PIN #	R03359
ADLOC	21-131300
Department Head/ Designee	Grady Price Blount
Department Head Email	grady@tamu-commerce.edu
Responsible Hiring Supervisor	Grady Price Blount
Hiring Supervisor Email	grady@tamu-commerce.edu
Hiring Supervisor UIN	071006254
Is the hiring supervisor a faculty member?	Yes 
Would you like to add specific questions to the job posting?	