

*Attention: Template should be used as a guide for the development of a job description.*

POSITION TITLE: Dean/Chair

DEPARTMENT: Academic School/Department

DIVISION: Academic

POSITION REPORTS TO: Vice President for Academics

EMPLOYEE CLASSIFICATION: Academic Administration (Exempt, Stipend)

POSITIONS THAT REPORT TO THIS POSITION: Ranked Faculty, Staff and Adjuncts

**UNIVERSITY DOCTRINAL POSITION:**

All job applicants should be aware that Cedarville University is a private religious employer which holds specific doctrinal positions. All employees of Cedarville University must be in full agreement with the doctrinal positions of the University and agree to live by workplace lifestyle standards. The University reserves the right to refuse or discontinue employment to any individual who does not agree with the doctrinal positions of the University or abide by the General Workplace Standards and Community Covenant. Employees are to meet the general hiring expectations of a personal relationship with Jesus Christ. Employees are further expected to maintain membership and service in a local church of like faith and practice to the University's doctrinal positions consistent with the University's Church Membership Expectations.

POSITION SUMMARY DESCRIPTION:

Cedarville University academic administrators equip discipline-specific teams with tools, training and funding necessary to fulfill on the educational promise made to students.

ESSENTIAL FUNCTIONS OF THE POSITION:

*(These functions are the primary job responsibilities and duties that a qualified individual must be able to perform, either with or without accommodation.)*

* General Management
  + Promotes cooperation, collegiality, and unity in accordance with biblical values toward all colleagues, students and constituents
  + Provides leadership in the development, fulfillment, and assessment of the school/department’s mission, objectives, strategic plan, academic programs, personnel policies, and educational policies
* Personnel Management
  + Provides leadership and recommendations to the academic vice president on school/department personnel matters and decisions including: recruitment; appointment; reappointment; evaluation; tenure; non-tenure; continuing appointment; promotion; leave of absence; salary; discipline; dismissal for cause; and other related matters
* Financial Management
  + Provides leadership and management for all aspects of the school/department finances including: its budgets; course offerings and schedule; faculty load distribution; and adjunct/overload contracts
* Curricular Management
  + Provides leadership and management for all aspects of the school/department curricular needs including: preparation; building; review; monitoring; and loading of curriculum

NON-ESSENTIAL FUNCTIONS:

*(The duties listed here are important, but are not considered essential to the position.)*

* Be available, as needed, during off-academic calendar time-period
* Assist academic administration with special assignments, as directed

QUALIFICATIONS:

*(This section should address education, experience, analytical ability, software usage, etc.)*

* Ph.D. or be eligible for an appointment as associate professor or professor in discipline
* Record of teaching excellence and academic achievement
* Ten years of relevant professional experience, including at least five years of relevant experience in higher education
* Excellent interpersonal and communication skills
* Strong planning and organizational skills
* Ability to relate to internal and external constituencies
* Ability to work collaboratively on a team
* Record of effective leadership in faculty, student, and program development

REQUIRED MENTAL/PHYSICAL ABILITIES:

*(Requirements should relate to the essential functions and location of the position. For example, if the person is required to present oral presentations, you may list “Must be able to speak to a group of people for a period of up to one hour” as a physical requirement.)* ***Related ADA Note:*** *If an employment decision is challenged under an employment discrimination law, such as the ADA, the University may be required to demonstrate that the requirement is job related and consistent with business necessity; thus it would be recommended to include only those qualifications that can be defended by linking the qualifications to the job’s essential duties.*

* Must be able to stand and speak to small or large audiences for more than an hour
* Must be able to maneuver stairs due to the location of varying work areas
* Must be able to communicate in person, on the phone and through advanced technological means
* Must be able to facilitate dialogue, using verbal or written communication
* Must be able to maneuver between work spaces in varying weather conditions
* Must be able to bend in order to access files
* Must be able to lift up to 20 pounds on occasion
* Copying, typing, keyboarding, hearing, speaking and listening skills are required

ENVIRONMENTAL CONSIDERATIONS:

*(Conditions not related to standard office environment should be listed here. Examples may include such considerations as: exposure to chemicals for lab management, etc.)*

* Work is performed in an education environment
* Periodic interactions with inclement weather
* Discipline specific interactions with managed chemical-rich environments (Ex: science labs, pharmacy labs, engineering labs)

**REQUIRED SIGNATURES:**

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Supervisor Date

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Employee Date

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University Human Resources Representative Date

*Any time a job has been modified, the updated revisions for the position description will need to be sent to University Human Resources for finalization.*

**Cedarville University is an Equal Opportunity Employer.**