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Administrative Roles and Responsibilities in CHHS

Dean

The Dean is the chief academic officer of the college. He/she serves at the pleasure of the President and reports directly to the Provost of the university. The Dean is responsible for the academic and managerial leadership of the college and its programs. He/she should have a record of research and teaching, and a level of scholarly achievement that supports appointment as full professor in one or more units in the college.

The specific duties of the position include:

- Maintaining effective communication with college constituents;
- Establishing college priorities;
- Meeting educational and research goals;
- Creating and administering the budget;
- Leading external development and fundraising activities; and
- Participating as a leading academic citizen of the university and the region.

Senior Associate Dean

The Senior Associate Dean oversees the Office of Academic Affairs, which includes the Office of Student Affairs and the Curriculum and Scheduling Coordinator. He/she monitors the academic policies and procedures of the college, participates in curricular matters including the development of new programs of study and new academic departments, and provides support to the academic units for accreditation processes and reports. He/she advises and supports the Dean, performing additional duties as needed.

The specific duties of the position include:

- Creating and overseeing the expansion timeline for new academic programs, departments, and schools in the college;
- Working with academic unit administrators to assemble and submit course schedules;

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- Serving as ex-officio member of the college Curriculum Committee and, with the Curriculum and Scheduling Coordinator, submitting all curriculum proposals to appropriate university bodies for approval;
- Monitoring admission standards across the academic units;
- Ensuring compliance with University academic policies and timelines for all personnel procedures, such as reappointment, tenure, promotion, and study leave requests;
- Supervising the Assistant Dean for Student Affairs, who is responsible for graduate admissions, student advisement, deciding academic action appeals, and maintaining student records;
- Working with program faculty to negotiate and maintain clinical and field placement contracts;
- Handling the student grade appeals process for the Dean of the College;
- Representing the college on university committees as appropriate; and
- Providing administrative support to administrators and faculty committees on matters related to promotion, tenure, and reappointment.

Associate Dean for Research and Program Evaluation

The Associate Dean for Research and Program Evaluation oversees the Office of Research and Program Evaluation, supports a research culture in the college, and links the college programs of research to the greater University research enterprise. He/she provides support and guidance to unit academic administrators for developing strong interdisciplinary and multidisciplinary programs of research and works closely with the college centers for synergistic, coordinated research foci in the college. He/she advises and supports the Dean, performing additional duties as needed.

The specific duties of the position include:

- Monitoring the research productivity of academic units in the college;
- Serving as the college liaison to meetings with the Vice President for Research;
- Overseeing the strategic planning process for research productivity and total extramural funding of all academic units and college centers;
- Creating a development plan for research and other extramural funding opportunities in the college in consultation with unit academic administrators;

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- Overseeing program evaluation procedures and maintaining data bases for academic units' accreditation and reporting needs;
- Organizing the appropriate college infrastructure necessary to support funded programs of research across all academic units.

Associate Dean for Budget and Planning

The Associate Dean for Budget and Planning is responsible for overall budget and financial analyses at the college, office, center, academic unit, and project level in the College of Health and Human Services. He/she reports to the Dean of the college.

The specific duties of the position include:

- Establishing an integrated financial management operation for the college that Employs recognized best financial practices in higher education
- Preparing summaries of the operations and financial contributions of the Individual units in the college including enrollment data, extramural funding, Faculty practice revenues, and outcomes of special initiatives involving revenue streams
- Developing annual budgets and financial performance goals for the college and Each of its units, and providing long-range financial and operational forecasts For college strategic planning, with advise and oversight from the Dean
- Collaborating with other senior administrators in the college to identify problems, risks, and opportunities affecting the fiscal health of the college
- Collaborating with university administrators for coordinated budget Practices and fiscal planning activities

Associate Dean/Director of a Professional School

These administrators serve in the dual capacity of senior administrator in the college structure and as the chief academic officer of a professional school.

The specific duties of the position include the following in addition to those of a department chair:

- Providing senior leadership in the college to achieve the successful implementation of the college strategic plan;

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- Serving as the college representative to university committees, as needed;
- Supervising the school administrative team, as described in the school organizational chart;
- Representing the unit to the university community and serving as a channel of communication on program, personnel, and budget matters;
- Consulting fair employment practices with the University Equity Office;
- Encouraging and fostering excellence in teaching, scholarship, professional and university service and provide leadership in the pursuit of the university's commitment to affirmative action and equal opportunity;
- Planning and administering the school's budget in consultation with the Dean;
- Monitoring faculty performance and approving faculty workload assignments;
- Evaluating faculty for purposes of reappointment, promotion, tenure; and make annual reviews for the purpose of recommending salary increases;
- Supervising staff and part-time faculty and providing an environment that, within the limitations of available resources, is supportive of faculty professional activities and goals.

Department Chair

Department Chairs of academic units in the college serve in a dual capacity: as representatives of their faculty colleagues to the administration and as spokespersons of the administration to their faculty colleagues. The term of appointment for a department chair at George Mason University is four years; appointments are renewable. Chairs who serve two or more consecutive terms receive at the end of their last term a study leave equivalent to one-half year's pay for a full academic year's leave or full pay for a semester's leave. If they elect to take such a study leave, they may not succeed themselves in an additional term as chair. During an unforeseen vacancy or during illness or temporary absences of an incumbent chair, the dean or Provost may appoint an acting chair to serve until such time as the regularly appointed chair assumes or reassumes the position.

The specific duties of the position according to the Mason Faculty Handbook Chapter 2 Section 12 include:

- Representing the unit to the university community and serving as a channel of communication on program, personnel, and budget matters;

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- Encouraging and fostering excellence in teaching, scholarship, professional and university service and provide leadership in the pursuit of the university's commitment to affirmative action and equal opportunity;
- Coordinating, in consultation with the unit's faculty, the unit's academic programs, and plan and administer the unit's budget;
- Making faculty work assignments;
- Evaluating faculty for purposes of reappointment, promotion, tenure; and make annual reviews for the purpose of recommending salary increases;
- Supervising staff and part-time faculty and providing an environment that, within the limitations of available resources, is supportive of faculty professional activities and goals; and
- Consulting fair employment practices with the University Office of Equity and Diversity.

Policies on Appointment and Renewal are described in Chapter 2 Section 12.2 of the Faculty Handbook

Procedures for Appointment and Renewal are described in Chapter 2 Section 12.3 of the Faculty Handbook

Removal is described in Chapter 2 Section 12.4 of the Faculty Handbook