



California Health Sciences University

CHSU GOVERNING STATUTE NUMBER 9 DEANS OF THE COLLEGES

I. PURPOSE AND APPLICABILITY

The purpose of this governing statute is to set forth the duties of the Deans of the University's component colleges. This governing statute shall supersede all prior job descriptions, delegations of authority and other policy documents relating to the role of the Deans of the component colleges. The Office of Human Resources shall prepare a job description for each of the Deans consistent with this governing statute, and it shall be presented to and approved by the Board of Trustees ("Trustees").

II. SUMMARY OF DUTIES OF THE DEANS, RECRUITMENT & REPORTING STRUCTURE

Each of the Deans of the component colleges shall serve as the Chief Academic Officer of the college for which they are hired. Each Dean must have earned a graduate-level degree in the discipline applicable to the component college they serve, and must have demonstrated experience in academic administration showing they are qualified to lead the college. All Deans shall report to the Provost. All Deans shall be evaluated by the Provost, with input from the University President.

Each Dean of the component colleges shall be responsible for implementing the mission and vision of the college they represent. Each Dean shall, in consultation with the Provost, be responsible for developing the curriculum of the college, ensuring a meaningful educational experience, and overseeing appropriate clinical experiences relevant to the discipline of the college.

Each Dean shall be responsible for building an effective and efficient leadership team within the college they lead, including hiring, promotions and terminations of the academic personnel of the college in consultation with the Provost. Each Dean shall also have the responsibility and authority for fiscal management of the college they lead and management of the college's budget. Each Dean shall be responsible for the college's compliance with relevant state and federal law, requirements of the college's specific accrediting body and University policy and procedures.

The Provost, in consultation with the President, shall be responsible for recruitment of the Deans of each component college, and at least one Trustee shall participate in the recruitment process.



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III. DELEGATION OF AUTHORITY AND SPECIFIC DUTIES

Each Dean shall be responsible for the specific duties listed below. However, the enumeration of such duties shall not limit the Deans from otherwise performing additional duties required to support and enhance the mission and vision of each component college. Additionally, the Provost may, from time to time, direct the Deans to perform other specific duties. Therefore, specific duties of the Deans of the component colleges include, but are not limited to, the following:

- A.** Provide leadership and effective management to implement and realize the academic mission and strategic plan of the college.
- B.** Ensure the college receives and maintains appropriate accreditation.
- C.** Prepare, with input from the college's faculty and other stakeholders, appropriate reports and self-studies.
- D.** Manage the college's operations in an efficient and effective manner, including in the areas of finance, personnel, program quality and assessment, and faculty development.
- E.** Recommend the college's annual budget to the President/Provost, and exercise the responsibility and authority for fiscal management of the college's final approved budget.
- F.** Participate in the collaborative academic leadership and shared governance of the University, and in the resolution of challenges facing the University in a manner which takes into account the interests of the University as a whole.
- G.** Lead the college's full participation in addressing the mission and goals of the University as a whole, including with respect to inter-professional education.
- H.** Ensure that infrastructure and operational behaviors of the college enable students, faculty and staff to meet their goals, including fostering productive relationships with external constituencies of the college such as affiliated rotation sites and community partners.
- I.** Develop the curriculum of the college programs, and provide support, guidance and encouragement for academic innovation and creativity.
- J.** Ensure that the college has a strong mentorship and professional development process to foster growth of members of the college's faculty.
- K.** Responsible for, in consultation with the Provost, the recruitment, hiring, promotions and terminations of associate deans, assistant deans department chairs, and faculty of the college, in accordance with University policy.
- L.** Supervise and evaluate the college's department chairs, associate and assistant deans and administrative staff, creating a strong high-performing leadership team.
- M.** Appoint representatives from the college to appropriate college-level and University-level committees.
- N.** Participate in fundraising opportunities.
- O.** Enforce all governing statutes and policies of the University and college.
- P.** Preside over general faculty meetings of the college.



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- Q.** Serve as the official representative of the college.
 - R.** Delegate duties to assistant and associate deans, as appropriate.
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- Approval by President Date: 5/10/2017
- Approval by Provost Date: 5/10/2017