

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Dean College of Criminal Justice/
Director, Criminal Justice Center

EEO CATEGORY: Administrative
JOB NUMBER: 9-3833
STATUS & GRADE: E-NC
DATE: 10/2005

DEPARTMENT: Criminal Justice Center

EDUCATION & EXPERIENCE REQUIREMENTS: Earned doctorate in Criminal Justice or related discipline. Proven experience with established record of creativity, productivity, and leadership ability. Or a combination of education, experience and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: The Director reports to the Vice President for Academic Affairs and is responsible for: (a) Leadership of distinguished and energetic faculty; (b) Ensuring that the students of the College and Center receive high quality learning experiences; (c) Administrative oversight of the Center's academic and professional programs; (d) Supervision of the Center's program directors including the Associate Dean responsible for the College of Criminal Justice, and the Director of the Institute of Criminal Justice; (e) Program development, fiscal planning, budgeting, and personnel development; and (f) Liaison between the Center and its broadly based constituency including the academic community, the State Legislature, local, State and Federal criminal justice agencies, and professional organizations throughout the nation.

SUPERVISION GIVEN & RECEIVED: Associate Dean for Academic Affairs, College of Criminal Justice; Director, Institute of Criminal Justice; and approximately 75 other faculty and professional staff.

PRIMARY RESPONSIBILITIES: The responsibilities and duties of the Director are grouped according to major areas of activity.

General Administration

1. Providing leadership in developing both long-range and short-range plans, in ensuring the compatibility of these plans with the philosophy and objectives of the college, and in implementing the approved plans and programs.
2. Representing the college to all other intra-university academic and non-academic administrative areas.
3. Directing the development of semester course offerings and class schedules in the interest of ensuring that student and institutional needs are met.
4. Directing the development of Institute programs and training schedules to assure the goals of the Legislative mandate are met.
5. Participating in the development of academic policy through membership on the Academic Policy Council and Council of Academic Deans.
6. Administering agreements entered into between the university and other agencies.
7. Representing the Center at meetings and programs as assigned by the VPAA or President.
8. Ensuring Center compliance with pertinent Federal, State, and university affirmative action and equal employment opportunity policies.
9. Serving on university committees, councils, and advisory groups as assigned by the President or by the Vice President for Academic Affairs.

Curriculum and Instruction

10. Developing and implementing academic programs that will serve the diverse needs of the students who attend the Center.
11. Initiating and maintaining an on-going process of curriculum improvement, revision, and development encouraging faculty participation and input.
12. Developing in supervisory staff and faculty a concern for the students and teaching-learning climate, and for providing opportunities to initiate innovative and experimental teaching methods.
13. Liaison with other university academic units for interdisciplinary program development.
14. Developing, implementing, and evaluating degree curricula and other instructional programs in conjunction with college curricular committees.

Faculty Matters

15. Developing an intellectual, innovative and cooperative atmosphere conducive to the professional growth of faculty and to provide faculty with opportunities commensurate with their abilities.
16. Making recommendations to the VPAA or President for employment and retention of personnel assigned to the college in accordance with affirmative action policy.
17. Directing the development of viable instruments to implement effective staff evaluation procedures.
18. Initiating and maintaining in-service projects to provide career development opportunities for faculty and academic supervisory personnel.
19. Maintaining confidential faculty personnel records as necessary.
20. Functioning as ombudsman for the faculty within the Center.

College Organization and Communication - Internal

21. Coordinating communication, articulation, and understanding among Center personnel and other university departments.
22. Coordinating the activities and services of designated Center advisory committees.
23. Liaison with division heads and/or department chairpersons on academic programs and student matters.
24. Fostering an institutional attitude and developing a team concept for university unity.

College Organization and Communication - External

25. Communicating with other colleges in the university to afford exchange of ideas, information, and resources.
26. Promoting and encouraging an understanding of the Center and its purposes and objectives for the academic community.
27. Keeping the Academic Vice President informed of activities and developments in the Center.
28. Liaison as needed with other academic institutions and with business and industry and Federal, State and local entities in the development of joint endeavors and external programs.

Research Activity

29. Actively encouraging the development of proposals for grant funds, contracts and gifts for the implementation of funded projects.

Student Matters

30. Supervising the conduct of all intra-college students matters including recruitment, admissions, advisement of majors, registration, academic progress and status, graduation, appeals, and grievances.

Fiscal Matters

31. Developing budget recommendations and addressing all areas of Center activity for submission to the President.
32. Establishing appropriate budget control procedures to ensure Center operations within limits established by the approved budgets.
33. Exercising control over Special Item appropriations in accordance with the Legislative Mandate.

Personal, Professional Development

34. Continuing professional self-growth and development through study, memberships, participation in educational seminars, publications, and other professional activities as appropriate to the position.

OTHER SPECIFICATIONS: As required to discharge duties effectively and efficiently.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.