

Current Title

Classification title:	Professor and Dean
Title Code:	7101
FLSA:	
Job Category:	Faculty
Minimum Salary (Applicant View):	
Salary Range:	Not Specified
Minimum Education Requirements:	
Minimum Experience, Knowledge, Skills & Abilities:	
Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.	
Required Certification(s)/License(s) - List name and level of certification(s)/license(s):	

Position Details

Employee First Name	Kendall
Employee Last Name	Harris
Employee UIN	616000053
Classification title:	Professor and Dean
PIN #: If PIN # does not exist, please type in NEW.	00295
Title Code:	7101
FLSA:	
Job Category:	Faculty
Minimum Salary (Applicant View):	

Salary Range:	Not Specified
College/Division or Department:	Engineering
Location:	SR Collins, RM 348
Primary Purpose of Position Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)	The Dean reports to the Provost and Senior Vice President for Academic and Student Affairs and provides academic and administrative leadership for the College
Minimum Education Requirements:	Doctoral Degree
Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities?	Yes
If yes, please describe:	Attending and participating in workshops, conferences, and other activities related to the Engineering discipline.
Minimum Experience, Knowledge, Skills & Abilities: Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, <u>not</u> what is preferred.	
Preferred Experience Requirements:	A record of proven outstanding scholarly and professional achievement in Higher Education in the field of Engineering.
From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.)	3 to 5 years
After starting the job, how much on-the-job training does it take to learn the job?	6 months to 1 year
Type of on-the-job-training:	Personnel and budgetary Policy interpretations (i.e. TAMUS, THECB, SACS) Employee Evaluation Training SIS Plus/Banner
Required Computer/Software Skills:	MS Office Suite
Other Required Skills:	Ability and skill to manage in an environment where shared governance is valued. Effective coordination of multi-tasks
Verbal Skills:	Excellent
Written Skills:	Excellent
Computer Skills:	Excellent
Department:	Coll. Engineering

Creator:	Brenda D. Anderson
Creator's Phone/Extension:	936-261-2175
Creator's PVAMU Email:	bdanderson@pvamu.edu
Supervisor's Name:	E. Joahanne Thomas-Smith
Supervisor's Title:	Provost and Senior Vice President for Academic and Student Affairs
Supervisor's Phone/Extension:	936-261-2175
Supervisor's PVAMU Email:	ejthomas-smith@pvamu.edu
Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)	Anderson, Brenda Anderson, Ella
Request number: (Will be assigned upon first saving position)	001282

% of Time	Responsibility / Duty	Essential Function
25	Leadership - Creation of vision and engendering of trust of subordinates, peers, and supervisors; application of procedures for receipt and use of faculty, staff, and student input; and generation of avenues for faculty and staff to upgrade expertise in area of assignment, in use of technology, and in interpretation of laws, rules, and regulations that impact performance of duties; acquisition of funding from agencies, organizations and individuals.	Essential
20	Accountability/Enterprise Risk Management - Provision of accurate, timely responses to requested information and on-going implementation of strategies to eliminate audit deficiencies and prevent non-compliance with rules and regulations including those related to educating student athletes as set forth in NCAA guidelines.	Essential
20	Program Currency and Assessment - Provision for structured, faculty led curriculum reviews and updates that reflect standards in the discipline as well as significant changes in the discipline; and Implementation of an assessment plan and production of an annual report on both internal student learning outcomes and program outcomes.	Essential
20	Budgeting and Other Resource Management - Effective utilization of fiscal resources; effective control and accountability for physical property associated with accounts to assigned to the position; annual prioritization of expenditures in a manner that supports the school/college mission; establishment of measurable goals and objectives aligned with University, System, and State goals for participation, success, excellence, and research.	Essential
15	Recruitment and Retention - Completion of recruitment and marketing plan that shows evidence of faculty staff involvement, measurable annual goals for new students and for retention of students; promotion and projection of first class image of college/school (e.g. presentations, actions, pronouncements).	Essential



Competencies & Relationships

<p>Independent Judgment/Problem Solving:</p>	<p>Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.</p>
<p>Impact of Decisions: Inside Department:</p> <p>For this position, briefly describe examples of typical and key decisions that have impact within the department:</p>	<p>Major</p> <p>Management and control of fiscal decisions for the unit. Faculty development planning and appointment. Monitoring of faculty advisement processes, workloads, and required office hours to adhere to compliance policies</p>
<p>Impact of Decisions: Outside Department:</p> <p>For this position, briefly describe examples of typical and key decisions that have impact outside the department:</p>	<p>Major</p> <p>Promoting and managing distance education programs Implementing program assessment Monitoring administrative changes and small classes Providing guidance to department heads</p>
<p>Impact of Decisions: Outside University</p> <p>For this position, briefly describe examples of your typical and key decisions that have impact outside the University:</p>	<p>Major</p> <p>Promoting and initiating opportunities for faculty and student collaborative research and teaching with other institutions. Implementing procedures to assure performance measures are met as it relates to ABET accreditation. Preparing substantive and non-substantive requests that are submitted to the TAMUS Board of Regents, The Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools</p>
<p>Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?</p>	<p>Director of more than one department</p>
<p>Click Here for definitions.</p> <p>List number of students that directly report to this position:</p>	<p>0</p>
<p>List number of employees that directly report to this position:</p>	<p>17</p>
<p>List number of students that indirectly report to this position:</p>	<p>6</p>
<p>List number of employees that indirectly report to this position:</p>	<p>8</p>
<p>If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:</p>	<p>Administers disciplinary action Approves candidates for hire Approves salary actions Approves termination of employees Assigns tasks or responsibilities to others Conducts performance appraisals Conducts training of others Monitors work performance Recommends candidates for hire Recommends salary actions Recommends termination of employees Recruits, screens, and interviews candidates</p>

Personal/Organizational Contacts:	High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.
If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department. List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.	Students and Parents President, Provost and University Vice Presidents TAMUS Administrators Executive Officers and Members of professional organizations at local, state, regional, and national levels.
Customer Service Relationships:	Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.
Work Complexity:	Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.
For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:	Monitoring and recommending tenure and promotion of faculty and staff. Seeking funding opportunities and initiatives from private and public sectors.
Does this position have responsibility for budget, revenues, and/or expenditures?	Yes
If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.	Signature authority for unit and involved in the annual review of the College of Engineering budget. Budget Size: 1,039,372. Accounts under direct responsibility: 112020-\$29,817; 112200-\$437,633; 170008-\$320,000; 212200-\$20,202; 223200-\$30,000; 224536-000-\$194,120; 222181-\$7,600
SECURITY SENSITIVE POSITION DETERMINATION All university positions are classified as security sensitive and are subject to background checks.	

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION	
For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?	No
Is the employee paid at least \$23,660 annually (\$455 weekly)?	Yes
If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.	Executive (examples: chief executive officer, controller, vice president, director)
Executive:	Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).

	Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees. Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
Administrative:	
Professional:	
Computer-Related:	
Outside Sales	
	The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).
Highly Compensated Employees	Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

Working/Env Conditions

Working Conditions:	Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Briefly describe examples of the typical work environment:	Work is performed in a professional office environment.
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Work is generally performed in individual offices. Student and faculty visits vary from light to heavy depending on time of semester(Fall, Spring, Summer Registration). Standing activities due to presentations and meetings.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8:00 a.m. to 5:00 p.m.
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	Meetings attended after hours on and off campus. Participate in student activities after regular work hours. General University and college events.
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and the frequency of the travel:	Travel to in/out of state meetings, conferences, etc.
List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a	Computer, Xerox, Cisco IP Phone

working day using the equipment:

Justification

Justification for Position

Position is critical to providing leadership to establish the vision and advance the mission of the College of Engineering, a major teaching, research, and service unit of the University.