

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name: Betty
 Employee Last Name: Adams
 Employee UIN: 601005393

Position Title

Classification title: Professor and Dean
 Title Code: 7101
 Job Category: Faculty
 FLSA: Exempt
 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, not what is preferred.

Required Certification(s)/License(s) - List name and level of certification (s)/license(s):

Position Details

Date of Hire: 9/1/2000

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on previous page.

PIN #: 03742
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Faculty

Pay rate:

College/Division or Department: Nursing

Location: 6436 Fannin Street
12th Floor, Rm 1224
Houston, TX 77030

Primary Purpose of Position
Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)
The Dean of the College of Nursing is the chief academic and administrative officer reporting directly to the Provost and Senior Vice President for Academic Affairs; this position assumes ultimate responsibility for all activities relating to the planning, implementation, evaluation and continuing accreditation of the nursing program.

Minimum Education Requirements: Doctorate Degree

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Meeting requirements of the State for maintaining licensure; participating in workshops, conferences, and other activities related to operating the college, managing processes, reducing risk, and ensuring quality.

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, not what is preferred.

Preferred Experience Requirements: Demonstrated administrative experience in Nursing Higher Education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Ability to build effective teams
Effective coordination of multi-tasks

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Good

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).)

Department: Coll. Nursing

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

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Anderson, Brenda
Anderson, Ella

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

| % of Time | Responsibility / Duty | Essential Function |
|-----------|---|--------------------|
| 25 | Leadership: Create vision and engendering of trust of subordinates, peers, and supervisors; apply procedures for receipt and use of faculty, staff, and student input; generate 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; and acquisition of funding from agencies, organizations and individuals. | Essential |
| 20 | Accountability/Enterprise Risk Management: Provide 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 |

Program Currency and Assessment: Provide for structured, faculty led curriculum reviews and

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| 20 | updates that reflect standards in the discipline as well as significant changes in the discipline; and implementation of an assessment plan including production of an annual report on both internal student learning outcomes and program outcomes. | Essential |
| 20 | Budgeting and Other Resource Management: Effectively utilize fiscal resources; control and accountability for physical property associated with accounts assigned to the position; annually prioritize expenditures in a manner that supports the school/college mission; establish measurable goals and objectives aligned with University, System, and State goals for participation, success, excellence, and research. | Essential |
| 15 | Recruitment and Retention: Complete a recruitment and marketing plan that shows evidence of faculty staff involvement, measurable annual goals for new students and retention of students; promote and project a first class image of college/school (e.g. presentations, personal behavior, relationship with peers). | Essential |

Working/Env Conditions

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|---|--|
| 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 activity is generally performed in individual offices. Outside visitor traffic varies from light to heavy depending on time of semester when engaged in conferences with students or parents. Standing activities due to presentations and meetings. On main campus, walking frequently to other academic units and offices. Sitting to perform daily data entry. |
| Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): | 8:00 am to 5:00 pm |
| 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 after hours on and off campus. Participate in student activities after regular work day at Houston and Main campus. |
| 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 main campus from the College of Nursing in Houston, TX. Travel to workshops, conferences, and meetings in/out of state. |
| 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 working day using the equipment: | Computer, copier, fax, VOIP Phone, scanner, shredder, calculator |

Competencies & Relationships

| | |
|------------------------------|---|
| Independent Judgment/Problem | 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 |
|------------------------------|---|

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| Solving: | independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems. |
| Impact of Decisions: Inside Department: | Major |
| For this position, briefly describe examples of typical and key decisions that have impact within the department: | Faculty and staff appointment, development, workloads, accountability, evaluation, and compensation Management and control of fiscal decisions, curriculum, and program changes Monitoring of student retention and achievement of learning outcomes that impact achievement of performance measures Reduction of risks arising from performance of faculty, staff, students |
| Impact of Decisions: Outside Department: | Major |
| For this position, briefly describe examples of typical and key decisions that have impact outside the department: | Institutional achievement of state mandated and university mandated performance measures such as retention and graduation rates, licensure rates, job placement rates, et cetera. Promoting and managing distance education programs Directing and implementing program assessment Monitoring administrative changes and small classes |
| Impact of Decisions: Outside University | Major |
| For this position, briefly describe examples of your typical and key decisions that have impact outside the University: | Promoting and initiating opportunities for faculty and student collaborative research and teaching with other institutions and medical center institutions. 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. Establishing and promoting practices to ensure high competence and passage rate of student licensure |
| Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties? | Director of more than one department |
| <u>Click Here</u> for definitions. | |
| List number of students that directly report to this position: | 6 |
| List number of employees that directly report to this position: | 69 |
| List number of students that indirectly report to this position: | 430 |
| List number of employees that indirectly report to this position: | 3 |
| If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities: | Recruits, screens, and interviews candidates Approves candidates for hire Conducts training of others Conducts performance appraisals Recommends salary actions Recommends termination of employees Recommends candidates for hire Assigns tasks or responsibilities to others |

| | |
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| | <p>Monitors work performance Administers disciplinary action Approves salary actions Approves termination of employees</p> |
| Personal/Organizational Contacts: | <p>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.</p> |
| 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. | <p>Accrediting agency personnel, Texas Medical Center, Houston officials, funding agency managers, deans at other universities, alumni Parents Peers throughout state and nation TAMUS Administrators Government and City Officials Executive Officers and Members of professional organizations at local, state, regional, and national levels.</p> |
| List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU. | |
| Customer Service Relationships: | <p>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.</p> |
| Work Complexity: | <p>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.</p> |
| For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility: | <p>Working collaboratively with other internal and external units to deliver quality educational programs and services and managing continual compliance with state and national standards for personnel, budget, and curriculum management remain critical.</p> |
| Does this position have responsibility for budget, revenues, and/or expenditures? | <p>Yes</p> |
| 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. | <p>Signature authority for unit and involved in the annual review of the College of Nursing budget. Budget Size - \$3,507,415 Accounts under direct responsibility include the following: 112060- \$33,614; 112600-\$238,544; 170007-\$740,000; 170019/12620-\$701,929; 212600-\$55,970; 118001-\$159,970; 112620-\$1,003,172; 223600-00001-\$15,000; 223600-00002- 223601, \$10,000; 223602-\$62,300; 223603-00001-\$21,755; 223640-00001-\$7,500;223641-\$5,000; 223642-00001-\$5,738; 223680-\$10,000; 332022-\$13,000; 332054-\$10,000; 182620- \$180,845; 188434-\$102,850; 212620-\$60,639; 224520-\$6,000; 224545-\$52,500; 222180-\$11,950</p> |
| 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? Yes

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)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. 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.

Executive:

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

Start Up

No Records Found

Budget Information

Dates of Employment - From: 09-01-2008

Dates of Employment - To: 08-31-2009

Ad Loc. Acct. No.: 110500

Funding Acct. Number(s): 112600 00000
Funding Acct. Title(s): College of Nursing

Employment Type: Regular F/T

Project Number:
(For grant funded positions only) NA

If Employment Type above is Grant-Funded, what is the duration in years of this position? NA

Number of hours worked per week: 40

Type of Position: A&P

For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:

For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:

Percent Effort by Employee: 100
07/08/2009 - FY 2009 budgeted salary \$141,384 (DA).

Budget Comments:
(For Budget/OSP Office Only) 01/14/2009-Budgeted position.
9/26/07-Budgeted position.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

**Human Resources
Department:**

Date *Human Resources Representative* *Title*