

## 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: Danny  
 Employee Last Name: Kelley  
 Employee UIN: 902000053

### 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: 9/1/2004

### Job summary/basic function:

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

PIN #: 01304  
 If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Faculty

Pay rate:

College/Division or Department: Arts and Sciences

Location: New Science Bldg, Room 230C

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 Affairs and provides academic and administrative leadership for the College; nine departments and the Solar Observatory unit.

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.  
 Senior administrative skills and accomplished academic experience in teaching, research, and service in the discipline; demonstrates excellent communication skills in speaking, listening, and writing; and proven success in acquiring outside funding and a commitment to access and opportunity.

Preferred Experience Requirements: Demonstrated administrative experience in Higher Education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Building of effective team; effective coordination of multiple 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. Arts & Sciences

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 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- 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; 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; and 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 including production of an annual report on both internal student learning outcomes and program outcomes.	Essential
	Budgeting and Other Resource Management-Effective utilization of fiscal resources; effective control and accountability for physical property associated with accounts assigned to the	

**20** 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, personal behavior, relationship with peers). Performs other duties as assigned. **Essential**

**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 performed in individual offices. Student and faculty visits vary from light to heavy depending on the time of semester. 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 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 day. 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 working day using the equipment: Computer, copier, fax, VOIP Phone, scanner, shredder, calculator.

**Competencies & Relationships**

Independent Judgment/Problem Solving: 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.

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, and 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. Monitoring administrative changes and small classes. Directing and implementing program assessment.

Impact of Decisions: Outside University

Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Developing and initiating opportunities for collaborations with other colleges and institutions. Preparing substantive and non-substantive requests that are submitted to the TAMUS Board, and the Southern Association of Colleges and Schools.

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

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 14

List number of students that indirectly report to this position: 1

List number of employees that indirectly report to this position: 12

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  
 Monitors work performance  
 Administers disciplinary action  
 Approves salary actions  
 Approves termination of employees

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.

Accrediting agency personnel, funding agency managers, deans at other universities, alumni. Peers throughout state and nation; parents; TAMUS administrators; executive officers and members of professional organizations at the 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:

Working collaboratively with other internal and external units to deliver quality educational programs and services and to ensure continual compliance with state and national standards for personnel, budget, and curriculum management remain critical.

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 budget. Budget size: 8,193.109 Accounts under direct responsibility include the following: 112000-\$15,618; 112100-\$383,642.72; 212100-\$49,731;222176-\$16, 140

**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).

**Executive:**

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.

**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):	112100 00000
Funding Acct. Title(s):	College of Arts and Sciences
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

Budget Comments: 08/10/2009 - Position is currently budgeted @ \$131,328 (DA).  
(For Budget/OSP Office Only)

**Work Load**

No Records Found

***Approvals:***

---

*Date*                      *Employee Signature*

***Human Resources  
Department:***

---

*Date*                      *Human Resources Representative*                      *Title*