

**ASSOCIATE DEAN FOR ACADEMIC AFFAIRS****DEFINITION**

This is administrative work in assisting in the planning, development, and direction of academic programs or major systemwide research efforts. Employees in this class are assigned responsibility for: analyzing, reviewing, and coordinating the development, modification, and refinement of curricular offerings; preparing academic program analyses; developing grant proposals or reviewing, analyzing and editing proposals prepared by faculty members; evaluating degree requirements and ensuring requisite intercollege and interschool coordination relative to cross-disciplinary core requirements; developing plans and program proposals for the establishment of multi-disciplinary degrees; and participating directly in the implementation of systemwide and campus academic program policies and procedures. The employees in this class may be assigned responsibility for the direction, development, and coordination of systemwide externally funded research programs or of graduate policies and programs including policies underlying graduate faculty appointments. A salient allocating factor for positions in this class is direct and major research efforts and programs. Work requires considerable knowledge of the academic instructional and research programs of the area or fields of study to which assignment is made. Work includes considerable contact with senior systemwide and campus academic program administrators, research unit staffs, professional societies and organizations, accrediting agencies, faculty committees, departmental chairmen, faculty support staff, and state and federal agencies. Supervision may be exercised over professional, administrative, and technical personnel. Work is performed under general supervision and is reviewed through written and oral reports and observation of results obtained.

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Fujio Matsuda

December 7, 1982