

ASSISTANT DEAN FOR ACADEMIC AFFAIRS**DEFINITION**

This is administrative work in assisting in the planning, development and direction of academic programs. Employees in this class are assigned responsibility for analyzing, reviewing, and coordinating the development, modification and refinement of curricular offerings; preparing academic program analyses; evaluating degree requirements and ensuring requisite intercollege and inter-school coordination relative to cross disciplinary care requirements; developing plans and programs proposals for the establishment of multidisciplinary degrees; and participating directly in the implementation of academic program policies and procedures. A salient allocating factor for this class of positions is direct and primary involvement in academic matters of a college. Work requires knowledge of the theories, principles, and contemporary practices of higher educational administration; and the ability to interpret and apply established policies and procedures to standard as well as exceptional cases. Work entails considerable contact with senior systemwide and campus administrators, deans, and department chairmen, faculty, support staff, state and federal agencies, and the general public. Supervision may be exercised over administrative, professional, and technical personnel. Work is performed under general supervision and is reviewed through written and oral reports for adherence to policies and procedures and observation of results obtained.