

## **Executive Associate Dean, School of Education IUB**

The Executive Associate Dean reports to the Dean and serves as chief academic and budgetary affairs officer for the School of Education on the Bloomington campus.

### **Primary Responsibilities**

In collaboration with the University Dean of Education, the associate/assistant deans, and the department chairs, the Executive Associate Dean:

- plans and sets academic and budgetary priorities
- provides oversight of data-based systems to manage the School operations
- manages the promotion and tenure process at the School level
- manages the annual merit reviews for faculty and professional staff
- oversees the faculty searches

### **Supervisory responsibilities**

The Executive Associate Dean supervises:

- Administrative Assistant for Academic Affairs
- Budget Officer
- Director of Human Resources
- Director of Recruitment and Retention
- Director of Instructional Consulting
- Director of Education Technology Services
- Associate/Assistant Deans and Department Chairs

### **School of Education Committees**

- Faculty and Budgetary Affairs Committee (ex-officio)
- Lectures and Seminars Committee (ex-officio)
- Technology Advisory Committee for ETS (ex-officio)
- Policy Council and Policy Council Agenda Committee (ex-officio)

In addition to working with the internal groups and individuals mentioned above, the Executive Associate Dean serves as primary liaison between the School's academic units and IUB campus offices pertaining to academic affairs and budgets. The Executive Associate Dean also serves as the Dean's representative to central administration and a point of contact with IUPUI School of Education offices as needed.