Executive Associate Dean
School of Education IUB

The Executive Associate Dean serves as chief academic affairs officer for the IU Bloomington School of Education.

Primary Responsibilities
In collaboration with the Dean of the School of Education, the associate and assistant deans, and the department chairs, the Executive Associate Dean:

- Plans and sets academic and budgetary priorities
- Provides oversight of data-based systems to monitor quality and productivity of the school – maintain enrollment database and monitor trends in all programs
- Supervises the promotion and tenure process at the School level
- Manages the annual merit reviews for faculty and professional staff
- Oversees the faculty searches
- Oversees hiring of SAAs and adjuncts in departments and other units in the school
- Communicates and meet with all faculty who have concerns or requests
- Meets with pre-tenure faculty and pre-promotion NTT faculty

School Committees
- Faculty and Budgetary Affairs Committee (ex-officio)
- Policy Council Agenda Committee (ex-officio)
- Policy Council (ex-officio)
- Faculty Development (ex-officio)
- Learning &Teaching with Technology (ex-officio)
- Promotion, Tenure & Contract (ex-officio)

Campus Committees
- Campus Curriculum Committee
- Budget Policy Roundtable (associate dean with budgetary responsibilities)
- Academic Associate Deans - EAD Advisory Committee (associate deans with academic oversight responsibility) - meetings with the VPFAA
- University Division Advisory Committee

Regular SoE Administrative Committees/Groups
- Leadership Committee Meetings
- Associate Deans Meetings – meet individual monthly with associate and assistant deans
- Department Chairs Meeting
- Executive Associate Dean Meetings – meet weekly with the SoE Dean

Supervisory Responsibilities

- Associate Dean for Graduate Studies

- Associate Dean for Research & Development
- Associate Dean for Undergraduate Education
- Assistant Dean for Diversity, Equity & Inclusion
- Administrative Assistant for Academic Affairs
- Director of Human Resources–– now direct report to the Dean with dotted line to EAD