MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION

Job Title: DEAN OF ENGINEERING
Department: COLLEGE OF ENGINEERING
Salary Range: NEGOTIABLE
Exempt (Y/N): YES
Supervisor: PROVOST

SUMMARY: The Dean of Engineering is the chief academic and administrative officer in the College of Engineering (COE). The Dean reports directly to the Provost and works with the deans, department chairs, faculty, and staff to provide an environment for the promotion of excellence in teaching, research, and professional service. The Dean leads the college in shaping COE vision and mission for continuing and accelerating the growth of Michigan Tech as a premier research university of international stature and ensuring an exceptional educational experience for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Leads COE strategic planning.
Directs COE development activity.
Uses budgetary and administrative resources to develop, prioritize, implement, and assess actions that result in measurable COE outcomes consistent with the University strategic plan.
Allocates resources among COE departments and programs.
Appoints and manages department chairs and COE staff.
Provides recommendations to the Provost on all COE faculty promotion and tenure cases.
Approves all COE faculty hiring decisions.
Develops and leads COE relationships with other units within the University, outside educational institutions, alumni, government, and the private sector to achieve University strategic plan goals.
Ensures that the COE provides a diverse educational environment.

SUPERVISORY RESPONSIBILITIES:
Administrative supervision is exercised over professional staff. Position manages the Associate Dean and Departmental Chairs within the COE.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
REQUIRED:
Scholarly activity appropriate for a tenured appointment in the COE as a full professor. This activity will demonstrate that the candidate has built a career after earning a doctorate (or equivalent) with distinguished research, teaching, and service accomplishments, including a demonstrated ability to attract funding.

DESIRABLE:
Experience in attracting resources through University-coordinated fundraising efforts.
Academic administrative experience at the level of Department Chair or above in an institution growing as a premier research university of international stature.
Experience in the development and transfer of technology to create economic growth.
Experience in fostering interdisciplinary activities.

OTHER SKILLS AND ABILITIES:
REQUIRED:
Commitment to achieving the goals of our University strategic plan.
Proven leadership and management ability.
Excellent interpersonal, oral/written communication skills, and presentation skills.
The ability to articulate a clear vision for the future of engineering research and education.
Demonstrated commitment to increasing the diversity of faculty, staff, and students through recruitment, retention, and development of talented individuals.
Demonstrated ability to foster collaborative efforts by building partnerships.
Demonstrated fiscal responsibility and ability to manage budgets.

DESIRABLE:
Demonstrated success in leading strategic and tactical plan development.
History of collaboration with industry and private-sector institutions.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status. June 2006