

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name William
Employee Last Name Parker
Employee UIN 102000903

Position Title

Classification title: Professor and Dean
Title Code: 7101
Job Category: Faculty

FLSA:

Minimum Salary (Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge,
Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire: 9/1/1991

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on
previous page.

PIN #: 00370
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Faculty

Pay rate:

College/Division or Department: Graduate School

Location: Wilhelmina F. Delco Building
Suite 120
Prairie View A&M University
Prairie View, TX 77446

Primary Purpose of Position
Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences) The Dean of the Graduate School is the chief academic and administrative officer; reports directly to the Provost and Sr. Vice President for Academic Affairs; and assumes ultimate responsibility for all activities relating to the planning, implementation, evaluation and continuing accreditation of the graduate program.

Minimum Education Requirements: Doctorate Degree

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Participating in workshops, conferences, and other activities related to operating the college, managing processes, reducing risk, and ensuring quality.

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements: Demonstrated administrative experience in Graduate Higher Education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Banner Student Information System, CANOPY, LEAVETRAQ, FAMIS, PV PAWS, TIMETRAQ
Building of effective team
Effective coordination of multi-tasks

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Good

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).)

Department: Graduate School

Creator: Brenda D. Anderson
 Creator's Phone/Extension: 2175
 Creator's PVAMU Email: bdanderson@pvamu.edu
 Supervisor's Name: E. Joahanne Thomas-Smith
 Supervisor's Title: Provost & Senior Vice President for Academic Affairs
 Supervisor's Phone/Extension: 2175
 Supervisor's PVAMU Email: ejthomas-smith@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Anderson, Brenda
Anderson, Ella

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Essential Function
25	Leadership-Creation of vision and engendering of trust of subordinates, peers, and supervisors; application of procedures for receipt and use of faculty, staff, and student input; generation of avenues for faculty and staff to upgrade expertise in area of assignment, in use of technology, and in interpretation of laws, rules, and regulations that impact performance of duties; and acquisition of funding from agencies, organizations and individuals.	Essential
20	Accountability/Enterprise Risk Management-Provision of accurate, timely responses to requested information and on-going implementation of strategies to eliminate audit deficiencies and prevent non-compliance with rules and regulations including those related to educating student athletes as set forth in NCAA guidelines.	Essential

Program Currency and Assessment-Provision for structured, faculty led curriculum reviews and

20	updates that reflect standards in the discipline as well as significant changes in the discipline; and implementation of an assessment plan including production of an annual report on both internal student learning outcomes and program outcomes.	Essential
20	Budgeting and Other Resource Management-Effective utilization of fiscal resources; effective control and accountability for physical property associated with accounts assigned to the position; annual prioritization of expenditures in a manner that supports the school/college mission; establishment of measurable goals and objectives aligned with University, System, and State goals for participation, success, excellence, and research.	Essential
15	Recruitment and Retention-Completion of recruitment and marketing plan that shows evidence of faculty staff involvement, measurable annual goals for new students and for retention of students; promotion and projection of first class image of college/school (e.g. presentations, personal behavior, relationship with peers).	Essential

Working/Env Conditions

Working Conditions:	Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Briefly describe examples of the typical work environment:	Work is performed in a professional office environment. Interior office within suite of offices
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Work is generally performed in individual offices. Student and faculty visits vary from light to heavy depending on time of semester (Fall, Spring, Summer Registration). Standing activities due to presentations and meetings.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8-5, Monday - Friday
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	Night attendance at University functions several times during academic year (i.e., College of Nursing ceremonies)
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and the frequency of the travel:	Some travel outside the area is required for professional meetings and events
List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:	General office equipment; computer, copier, fax, VOIP Phone, scanner, shredder, calculator

Competencies & Relationships

Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex
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<p>Impact of Decisions: Inside Department:</p>	<p>problems. Major</p>
<p>For this position, briefly describe examples of typical and key decisions that have impact within the department:</p>	<p>Faculty and staff appointment, development, workloads, accountability, evaluation, and compensation. Management and control of fiscal decisions, curriculum, and program changes. Monitoring of student retention and achievement of learning outcomes that impact achievement of performance measures. Reduction of risks arising from performance of faculty, staff, and students.</p>
<p>Impact of Decisions: Outside Department:</p>	<p>Major</p>
<p>For this position, briefly describe examples of typical and key decisions that have impact outside the department:</p>	<p>Institutional achievement of state mandated and university mandated performance measures such as retention and graduation rates, licensure rates, job placement rates, et cetera. Promoting and managing distance education programs. Directing and implementing program assessment. Monitoring administrative changes and small classes.</p>
<p>Impact of Decisions: Outside University</p>	<p>Major</p>
<p>For this position, briefly describe examples of your typical and key decisions that have impact outside the University:</p>	<p>Promoting and initiating opportunities for faculty and student collaborative research and teaching with other institutions and medical center institutions. Preparing substantive and non-substantive requests that are submitted to the TAMUS Board of Regents, The Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools.</p>
<p>Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?</p>	<p>Director of more than one department</p>
<p><u>Click Here</u> for definitions.</p>	
<p>List number of students that directly report to this position:</p>	<p>5</p>
<p>List number of employees that directly report to this position:</p>	<p>15</p>
<p>List number of students that indirectly report to this position:</p>	<p>N/A</p>
<p>List number of employees that indirectly report to this position:</p>	<p>N/A</p>
<p>If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:</p>	<p>Recruits, screens, and interviews candidates Approves candidates for hire Conducts training of others Conducts performance appraisals Recommends salary actions Recommends termination of employees Recommends candidates for hire Assigns tasks or responsibilities to others Monitors work performance Administers disciplinary action Approves salary actions Approves termination of employees</p>
	<p>High-level contact with others in key positions. Contact usually</p>

Personal/Organizational Contacts: involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Accrediting agency personnel, Houston officials, funding agency managers, deans at other universities, alumni, parents, peers throughout state and nation, TAMUS Administrators, government and city officials, executive officers and members of professional organizations at local, state, regional, and national levels.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity:

Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Working collaboratively with other internal and external units to deliver quality educational programs and services and managing continual compliance with state and national standards for personnel, budget, and curriculum management remain critical.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Signature authority for unit and involved in the annual review of the Graduate School Budget. Budget Size: 760,972 Accounts under direct responsibility include the following: 110630-\$0; 180630-\$43,274; 210630-\$33,884; 224530-\$87,900; 222179-\$15,500; 223004-&310,400; 170630-\$270,514

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both

questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees). Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Executive:

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From:	09/01/2008
Dates of Employment - To:	08/31/2009
Ad Loc. Acct. No.:	110500
Funding Acct. Number(s):	170630 00000
Funding Acct. Title(s):	Graduate School
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	N/A
If Employment Type above is Grant-Funded, what is the duration in years of this position?	N/A

Number of hours worked per week: 40
Type of Position: A&P

For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:

For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:

Percent Effort by Employee: 100

Budget Comments: (For Budget/OSP Office Only) 10/26/2009-Budgeted position; sufficient funds in the above accounts. Term was not available when document was routed. Added term per BPP module for above period.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

**Human Resources
Department:**

Date *Human Resources Representative* *Title*