

View Reclassify/Change Position Salary (Staff) Summary

Current Title

Classification title: Professor and Dean

Title Code: 7101

Job Category: Faculty

FLSA: Exempt

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

Employee First Name: Freddie

Employee Last Name: Richards

Employee UIN: 10200852

Classification title: Dean and Extension Administrator

Proposed New Title:

Use only if '0000-Undecided' was selected on previous page.

Dean and Extension Administrator (Professor)

PIN #:

If PIN # does not exist, please type IN NEW.

01307

Title Code: 9108

Job Category: Staff

FLSA: Exempt

Minimum Salary (Applicant View):

College/Division or Department: Agriculture and Human Sciences/Cooperative Extension

Location: Room 110 Carden Waller Ext. Bldg.

Primary Purpose of Position

Briefly summarize the purpose of the

The Dean of the College of Agriculture and Human Sciences is the chief academic and administrative officer and reports directly to the Provost and Sr. Vice President for Academic Affairs. The Dean also

position. (Limit summary to 1 to 2 sentences) serves as Administrator of the Cooperative Extension Program.

Minimum Education Requirements: Doctorate Degree

Area of Study:

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

If yes, please describe: Meeting requirements of the State for maintaining licensure; participating in workshops, conferences, and other activities related to operating the college and cooperative extension program, managing processes, reducing risk, and ensuring quality.

Minimum Experience, Knowledge, Skills & Abilities: Senior administrative skills an accomplished academic experience in teaching, research, and service in the discipline; working knowledge and experience in activities and programs associated with Extension Administration; and demonstrated excellent communication skills in speaking, listening, and writing; and proven success in acquiring outside funding and a commitment to access and opportunity.

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 Higher Education.

From the dropdown list below, select which best fits the minimum length of time spent in performing similar work and acquiring the skills and knowledge to qualify for this position. (Not necessarily the years of the incumbent's experience, but the job-related experience.) 7+ years

After starting the job, how much on-the-job training does it take to learn the job? 6 months to 1 year

Type of on-the-job-training: Personnel and budgetary management; policy interpretation and compliance methods (e.g. TAMUS, THECB, SACS, Federal guidelines)

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Building of effective team.
Effective coordination of multiple tasks.

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Good

Department: Coll. Ag. & Human Sciences

Creator: Brenda D. Anderson

Creator's Phone/Extension: 936-261-2175

Creator's PVAMU Email: bdanderson@pvamu.edu

Supervisor's Name: E. Joahanne Thomas-Smith

Supervisor's Title: Provost and Senior Vice President for Academic Affairs

Supervisor's Phone/Extension: 936-261-2175
 Supervisor's PVAMU Email: ejthomas-smith@pvamu.edu

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

Request number: 003038
 (Will be assigned upon first saving position)

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Responsibility/Duty Type	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
20	Program Currency and Assessment-Provision for structured, faculty led curriculum reviews and 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

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 problems.

Impact of Decisions: Inside Department: Major

For this position, briefly describe examples of typical and key decisions Faculty and staff appointment, development, workloads,

that have impact within the department: accountability, evaluation, and compensation. Management and control of fiscal decisions, curriculum, and program changes.

Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: Institutional achievement of state and federal 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.

Impact of Decisions: Outside University: Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University: Promoting and initiating opportunities for faculty, professional staff, and student collaborative research and teaching with other 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 College and Schools.

Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties? Director of more than one department

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 9

List number of students that indirectly report to this position: 11

List number of employees that indirectly report to this position: 118

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

- 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

Personal/Organizational Contacts: High-level contact with others in key positions. Contact usually 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, 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 College of Agriculture and Human Sciences and Cooperative Extension budgets. Budget size: CARC-233,212; CEP-2,169,022; Ag & Human Sc-1,099, 921 Accounts: 115208-\$1,277,302, 114258-\$1,054,800; 116113-\$1,223,822; 116153-\$945,200; 112070-\$34,371; 112700-\$133,819; 212700-\$11,766; 222174-\$10,850; 112715-\$893,087; 212715-\$16,028

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)

Executive:

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.

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

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 work environment
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:	Normal work activities generally performed in individual offices. Some standing activities due to presentations and meetings. Some sitting to perform daily data entry
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	8:00 a.m. to 5:00 p.m., M-F.
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.)	Meetings after hours on and off campus.
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:	Travel to workshops, conferences, and meetings in/out of state.
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:	Computer, copier, fax, VOIP phone, scanner, shredder, calculator

Justification

Justification for Position	Position is critical to providing effective leadership in meeting the mission and goals of the university and College and of the Cooperative Extension Program in the areas of education, research, community service and professional endeavors.
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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): 112700 00000Col of Ag & H. Sci; 115207 50001CARC; 414160
 90001 CEP
 Funding Acct. Title(s): CARC; CEP; Col of Ag & Human Sci
 Employment Type: Regular F/T
 Project Number:
 (For grant funded positions only) NA
 If Employment Type above is Grant-
 Funded, what is the duration in years
 of this position? NA
 Number of hours worked per week: 40
 Type of Position: A&P
 Percent Effort by Employee: 100
 Term: No Response
 Budget Comments:
 (For Budget/OSP Office Only) 9/4/2009-Please forward to OSP for review and approval.
 OSP Comments:
 (For OFC Only)

Comments

Department Head Comments

Dean Comments

HR Comments:

VPBA Comments:

VP Comments

Creator Comments:

Pre-Approver Comments:

HR Use Only

Internal HR notes (only HR users can
view this page):

8-18-09(ew). The Provost and Senior Vice President of Academic Affairs submitted an action to reclassify the position title of Professor and Dean, PIN 1307, held by Dr. Freddie Richards, to a new position title of Dean and Extension Administrator (Professor). As Dean, this position reports to the Provost and Sr. VP of Academic Affairs and will also serve as Administrator of the Cooperative Extension Program. This position is critical to providing effective leadership in meeting the mission and goals of the university and College and of the Cooperative Extension Program in the areas of education, research, community service and professional endeavors.

Based upon a review of the position, it is recommended that a new

position title of Dean and Extension Administrator, Title Code 9108,
be established in the College of Agriculture and Human Sciences.
Salary is unspecified.

Internal EEO Notes:

Action History

07-29-2009 10:32 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 10:46 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 10:53 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 11:31 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 11:34 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 11:47 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 11:50 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 11:56 AM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 12:04 PM **Brenda Anderson**

Action Saved Not Submitted

07-29-2009 12:14 PM **Brenda Anderson**

Action Submitted to Dean/Director

07-29-2009 5:52 PM **Freddie Richards**

Action Submitted to Area Pre-Approver

07-30-2009 8:49 AM **Ella Anderson**

Action Submitted to Area VP

08-06-2009 8:52 PM **Emma Smith**

Action Submitted for Initial HR Review

08-18-2009 6:12 PM **Elmary Wells**

Save

08-19-2009 12:16 PM

Elmary Wells

Save

08-19-2009 12:37 PM

Elmary Wells

Save

09-02-2009 4:12 PM

Albert Gee

Action Submitted to Budget

09-04-2009 5:45 PM

Betty Ricks

Action Returned to Submitter