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 nondclassified 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: Ikhlasy
Employee Last Name: Sabouni
Employee UIN: 102008332

Position 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

Date of Hire: 9/1/1989

Job summary/basic function:

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

PIN #: 02788
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Faculty
Pay rate:

College/Division or Department: Architecture and Art

Location: Architecture Bldg. Room 103

Primary Purpose of Position

Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)
The Dean reports to the Provost and Senior Vice President for Academic Affairs and is the chief administrative officer. The Dean shapes and directs the teaching, research, and service vision of the College.

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:

Meeting requirements of the State for maintaining licensure; participating in workshops, conferences, and other activities related to operating the college, managing processes, reducing risk, and ensuring quality.

Minimum Experience, Knowledge, Skills & Abilities:

Senior administrative skills and accomplished academic experience in teaching, research, and service in the discipline; demonstrates excellent communication skills in speaking, listening, and writing; and proven success in acquiring outside funding and a commitment to access and opportunity.

Preferred Experience Requirements:

Demonstrated administrative experience in Higher Education.

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:

Excellent

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

Department:

Architecture

Creator:

Brenda D. Anderson

Creator's Phone/Extension:

936-261-2175
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

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Responsibility / Duty</th>
<th>Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>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.</td>
<td>Essential</td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
<td>Essential</td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Budgeting and Other Resource Management - Effective utilization of fiscal resources; effective control and accountability for property associated with accounts assigned to the</td>
<td></td>
</tr>
</tbody>
</table>
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

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).

Work is normally performed in a typical interior work environment
which does not subject the employee to any hazardous or
unpleasant elements.

Work performed in a professional office environment.

Position requires light physical activity.

Work is generally performed in individual offices. Student and
faculty visits vary from light to heavy depending on time of
semester. Standing activities due to presentations and meetings.

8:00 to 5:00 p.m., M-F

Meetings attended after hours on and off campus. Participate in
student activities after regular work hours. General University and
college events.

Yes

Travel to in/out of state meetings, conferences, etc.

Computer, copier, fax, VOIP Phone, scanner, shredder, calculator

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.

Major

Faculty and staff appointments, development, workloads,
For this position, briefly describe examples of typical and key decisions that have impact within the department:

- 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.

**Impact of Decisions: Outside Department:**

- **Major**

**Impact of Decisions: Outside University**

- Institutional achievement of state mandated and university mandated performance measures such as retention and graduation rates, licensure rates, job placement rates, etc. Promoting and managing distance education programs. Directing and implementing program assessment.
- **Major**

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:

- 5

List number of employees that directly report to this position:

- 7

List number of students that indirectly report to this position:

- 3

List number of employees that indirectly report to this position:

- 20

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

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

- 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.

**Personal/Organizational Contacts:**

- Accrediting agency personnel, funding agency managers, deans at
not list contacts with supervisors, co-
workers, and subordinates within the department.

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.

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.

Work Complexity:

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

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
School of Architecture. Budget Size: 2,057,855 Accounts under
direct responsibility include the following: 112905 -$231,227;
212905-$7,828; 112050-$33,060; 112900-$370,341; 112903-
$717,463; 172907-$225,926; 112908-$0; 212900-$154,382;
222175-$10,945; 112904-$0; 172904-$277,469; 212904-429,214;
170002-$0;170013-$0; 170018-$0

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

https://jobs.pvamu.edu/userfiles/jsp/shared/generalFunctionArea/PrintableTabbedObject.j... 12/10/2009
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).

Executive:

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

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): 112900 00000

Funding Acct. Title(s): School of Architecture

Employment Type: Regular F/T

Project Number: NA

(For grant funded positions only)

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

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: 10/26/2009-Budgeted position; sufficient funding available for the above position. Note: Term was not included in the module when document initiated - added term per BPP Module.

Work Load
No Records Found

Approvals:

__________________________________________
Date Employee Signature

Human Resources Department:

__________________________________________
Date Human Resources Representative Title