

## View Update Position (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: Lucian

Employee Last Name: Yates, III

Employee UIN: 919000748

Classification title: Professor and Dean

PIN #: 02361

IF PIN # does not exist, please type in NEW.

Title Code: 7101

Job Category: Faculty

FLSA: Exempt

Minimum Salary (Applicant View):

College/Division or Department: Education

Location: Delco Bldg., Whitlowe Green College of Education, Rm 302G

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 provides academic and administrative leadership for the College.

Minimum Education Requirements: Doctoral 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:

Attending and participating in workshops, conferences, and other activities related to the College of Education issues.

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.

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.

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.)

3 to 5 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; policy interpretations (i.e. TAMUS, THECB, SACS); employee evaluation training; SIS Plus/Banner

Required Computer/Software Skills:

MS Office Suite

Other Required Skills:

Leadership and management; effective coordination of multi-tasks

Verbal Skills:

Excellent

Written Skills:

Excellent

Computer Skills:

Good

Department:

Coll. Education

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

Anderson, Brenda  
Anderson, Ella

accessing this position)

Request number:  
(Will be assigned upon first saving position) 003051

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 that have impact within the department:	Monitoring of faculty advisement processes, workloads, and required office hours to adhere to compliance policies; management and control of fiscal decisions for the unit; faculty development planning and appointment; establish EXCET/TEXEs workshops, reviews, and tutorials.
Impact of Decisions: Outside Department:	Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department:

Promoting and managing distance education programs; monitoring administrative changes and small classes; implementing program assessment; providing guidance to department heads.

Impact of Decisions: Outside University

Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Developing Memoranda of Understanding, K-16 Partnerships, with area school districts in regard to field experiences; developing opportunities for program collaboration with other Colleges (Example: Lone Star College); 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.

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: 4

List number of employees that directly report to this position: 2

List number of students that indirectly report to this position: 10

List number of employees that indirectly report to this position: 5

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.

Students and Parents; President, Provost and University Vice Presidents; University Deans, Department Heads; and Directors; TAMUS Administrators; area Superintendents, Principals, and other outside Educators.

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: Taking leadership in meeting accreditation requirements for NCATE and other governing bodies; monitoring and recommending tenure and promotion of faculty and staff.

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 Educaiton budget. Budget Size: 4,222,426. Accounts under direct responsibility include the following: 112030-\$556,833; 112300-\$137,307; 212300-\$15,902; 222178-\$20,035; 172331-\$343,929; 170011-\$0; 112315-\$0; 172315-\$646,764; 170011-\$0; 112315-\$0; 172315-\$646,764; 212315-\$27,229; 112335-\$66,317; 212335-\$35,231; 182330-\$0; 172330-\$477,126; 212330-\$22,627; 112330-\$838,694; 112340-\$93,158; 212340-\$8,464

#### **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? No

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	Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.
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.
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.):	8:00 am to 5:00 pm
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. <b>(All positions may require some evening and weekend hours.)</b>	Meetings attended after hours on and off campus. Participate in student activities after regular work day. General university and college events.
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 in/out-of-state meetings, conferences, etc.
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, Xerox, Cisco IP Phone
Justification	
Justification for Position	Position is critical to maintaining effective leadership of the education programs; undergraduate, graduate, and the newly established doctoral program in Educational Leadership.
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): 112300 00000 / 172331 00000

Funding Acct. Title(s): College of Education; OCR Enhance Educ Prep

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: 12 months

Budget Comments:  
(For Budget/OSP Office Only) 10/26/2009-Budgeted position for above period. Note: Term was not include in module when this document was initiated-added term from BPP Module.

OSP Comments:  
(For OFC Only)

Comments

Department Head Comments

Dean Comments

HR Comments:

VPBA Comments:

VP Comments

Pre-Approver Comments:

HR Use Only

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

Internal EEO Notes:

Action History

**07-30-2009 2:49 PM** **Brenda Anderson**

*Action Saved Not Submitted*

**07-30-2009 2:58 PM** **Brenda Anderson**

*Action Saved Not Submitted*

**07-30-2009 3:20 PM** **Brenda Anderson**

*Action Saved Not Submitted*

**07-30-2009 3:20 PM** **Brenda Anderson**

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**07-30-2009 3:24 PM**

**Brenda Anderson**

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**07-30-2009 3:25 PM**

**Brenda Anderson**

*Action Saved Not Submitted*

**07-30-2009 3:28 PM**

**Brenda Anderson**

*Action Saved Not Submitted*

**07-30-2009 3:31 PM**

**Brenda Anderson**

*Action Submitted to Dean/Director*

**10-23-2009 8:58 PM**

**Emma Smith**

*Action Submitted to Budget*

**10-26-2009 10:56 AM**

**Betty Ricks**

*Action Submitted to Area Pre-Approver*

**10-26-2009 11:01 AM**

**Ella Anderson**

*Action Submitted to Area VP*

**10-30-2009 12:15 AM**

**Emma Smith**

*Action Returned to Submitter*