

### Associate/Assistant Dean's Responsibilities

	Dawn	Melissa	Tom
Serve as a resource for, and work with, the College's graduate coordinators on all matters of graduation education		X	
Assist the Dean with promoting and marketing the College's programs		X	
Review all grants and offers suggestions/feedback prior to submitting to the Dean for approval		X	
Assist the Dean with fundraising and developing creative ways to increase revenues		X	
SAAC Committee <ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Work with programs/departments on completing SAAC reports and feedback</li> <li>• Work with departments whose programs are up for accreditation</li> </ul>		X	
eRPT System <ul style="list-style-type: none"> <li>• Administrator role</li> <li><input type="checkbox"/> Activate candidates</li> <li><input type="checkbox"/> Work with candidates, chairs, and review committees to facilitate process and ensure they know deadlines for the various steps</li> <li>• Shifting to Faculty 180 in 2018</li> <li><input type="checkbox"/> Will need to assist faculty in the transition for RPT and will be used for merit</li> </ul>		X	
Graduate Council <ul style="list-style-type: none"> <li>• Represent HHS at Graduate Council and the Graduate Curriculum Review subcommittee</li> <li>• Update the Dean and HHS Grad Coordinators on pertinent information learned</li> </ul>		X	
HHS Graduate Curriculum Committee <ul style="list-style-type: none"> <li>• Ex-officio member and chair</li> <li>• Ensure successful curriculum or degree program review process from the college level through the Graduate Council</li> </ul>		X	
Graduate ADeans Committee <ul style="list-style-type: none"> <li>• Meet on a monthly basis to discuss updates and changes to graduate policies and practices, mostly in relation to graduate assistantships and budgets</li> <li>• Sign off on HHS program/department graduate program DocuSign forms as required</li> </ul>		X	

HHS GA Budget Allocations <ul style="list-style-type: none"> <li>• Work with the Dean to allocate scholarship and stipend dollars to programs/departments</li> <li>• Approve scholarship and stipend awards made by graduate coordinators as requested in the GA Contracting system in MyBGSU</li> <li>• Troubleshoot issues and notify responsible parties of any changes when they arise</li> </ul>		X	
Help departments and programs with their opening program and "Get with the Program" activities		X	
Assist with College-wide events, such as <ul style="list-style-type: none"> <li>• Scholarship luncheon</li> <li>• Homecoming lecture</li> <li>• Leadership Council</li> <li>• Retention activities</li> </ul>		X	
Participate in commencement activities as Marshal A (alternating with Tom)		X	
Assist programs/departments with new graduate program development		X	
Represent HHS on Collaborative Research Advisory Council (CRAC)		X	
Prepare and deliver HHS 1000, Seminar in Health and Human Services while mentoring graduate student Teaching Assistants		X	
Attend and participate in Academic Affairs professional development meetings and retreats <ul style="list-style-type: none"> <li>• Chairs and Directors retreat</li> <li>• Provost Chairs and Directors meetings</li> </ul>		X	
Update web pages for HHS		X	
Support program faculty searches		X	
Perform other duties as assigned by the Dean <ul style="list-style-type: none"> <li>• Take lead on college newsletter and work with Ann in Marketing on other materials</li> <li>• Keep up on the nomination opportunities and follow up with chairs by asking them to come up with a list of faculty we might want to nominate</li> <li>• Work with Advancement on funding opportunities in the HHS Building</li> </ul>		X	
Assess the need/demand for new academic degree programs, certificates, and similar and work with counterparts in other colleges to develop and implement where appropriate <ul style="list-style-type: none"> <li>• Addictions/Mental Health – started discussions with Dean Dawn Sinew, Sue, and Nancy</li> <li><input type="checkbox"/> Need to build team to move forward</li> <li>• Laura Fullenkamp – DHS in HHS</li> <li>• Aging and Corrections – possible new certificate?</li> </ul>		X	

Supervise Director of Advising <ul style="list-style-type: none"> <li>● Provide advice on minor appeals</li> <li>● Meet biweekly with director (or more as needed); also meet with Andy Alt one-on-one and with Kim</li> <li>● Work with 3 CSP grad students on special projects</li> <li>○ Social Media/Newsletter</li> <li>○ Student peer mentors</li> <li>○ Retention workgroup</li> </ul>			X
Supervise coordinator of NHSRC <ul style="list-style-type: none"> <li>● Approve expenditures</li> <li>● Meet 2x per semester with Erika</li> </ul>			X
Room assignments in bldg. <ul style="list-style-type: none"> <li>● Work with dept. chairs and secretaries in assigning classrooms</li> <li>● Oversee enrollment numbers to make sure they make sense</li> <li>● Communicate with registrar re. scheduling of rooms and classes on campus</li> <li>● Provide accurate reports and post grids of classroom use</li> </ul>			X
Undergraduate council <ul style="list-style-type: none"> <li>● Meet every other week prior to BG Committee</li> <li>● Above average prep time required - based on # of submissions</li> <li>● Look at and review/approve curriculum changes</li> <li>● Vote on UG Curriculum Council</li> </ul>			X
BGP Committee <ul style="list-style-type: none"> <li>● Meet every other week right after UG Council</li> <li>● Prep time required</li> <li>● Assist with workshops</li> </ul>			X
Summer Dean <ul style="list-style-type: none"> <li>● Sign contracts for summer faculty</li> <li>● Work with departments to develop roster of winter session courses</li> <li>● With advising, implement “marketing/recruiting” plan for summer registration and enrollment</li> </ul>			X

<p>HHS Retention Plan coordination</p> <ul style="list-style-type: none"> <li>● Work with departments to develop and revise retention plans</li> <li>● Coordinate college retention plan</li> <li>● Provide timely updates to Teresa Farnum and Associates</li> <li>● Strategies and initiatives include <ul style="list-style-type: none"> <li>○ HHS 3950</li> <li>○ NURS 1000 course revisions</li> <li>○ Faculty workgroup for student interaction</li> </ul> </li> </ul>			X
<p>Academic Services Retention Committee</p> <ul style="list-style-type: none"> <li>● Monthly meeting to review retention initiatives in colleges and departments</li> <li>● Some minor prep required</li> </ul>			X
<p>Student Success Committee</p> <ul style="list-style-type: none"> <li>● Meeting with select college a-deans and student services to coordinate and update on retention initiatives</li> <li>● Provide reports HHS efforts</li> <li>● Some minor prep required</li> </ul>			X
<p>eCampus</p> <ul style="list-style-type: none"> <li>● Provide input on Ruffalo Noel Levitz marketing campaign</li> <li>● Review eCampus applicants for admission, course substitutions, prior learning assessment, etc.</li> <li>● Provide advising for eCampus students</li> <li>● Monitor course enrollment and advise department on seat availability</li> </ul>			X
<p>Undergraduate experiential learning courses</p> <ul style="list-style-type: none"> <li>● Provide reports to Career Center on internships/practica/clinical experiences</li> <li>● Reporting/confirming experiential courses to Career Center</li> <li>● Tagging classes</li> </ul>			X
<p>Academic Honesty</p> <ul style="list-style-type: none"> <li>● Conduct appeal meetings with Carroll</li> <li>● With Carroll's assistance, communicate with students</li> <li>● Serve as academic dean responsible for imposing penalties and reporting final grade</li> </ul>			X
<p>Assist with curriculum revisions</p> <ul style="list-style-type: none"> <li>● Assist faculty in completing blue sheets and submitting changes to undergraduate council</li> <li>● Monitor course availability and enrollment limit and advise departments and eCampus</li> </ul>			X

<p>Committees</p> <ul style="list-style-type: none"> <li>● Undergraduate council</li> <li>● BG Perspectives</li> <li>● Winter Session Courses (ad hoc)</li> <li>● Summer a-deans (includes winter session)</li> <li>● Undergraduate Education a-deans</li> <li>● Academic Services Retention Committee</li> <li>● Student Success Council</li> </ul>			X
<p>Other...</p> <ul style="list-style-type: none"> <li>● HHS Executive council</li> <li>● Charis and Directors</li> <li>● Assist with Scholarship applications and luncheon</li> <li>● Attend Leadership Council meetings (2x per year)</li> <li>● OTM Day</li> </ul>			X
Assist the Dean with college administrative functions	X		
Play a lead role in developing and implementing strategic initiatives	X		
Act on behalf of the Dean in the Dean's absence	X		
Have the delegated authority to make decisions regarding financial, built, and human resources assigned to the College	X		
Serve as college liaison with Vice Provosts, Human Resources, the Division of Finance and Administration (CFO, controller, space administrator, property control, design and construction, information technology, and similar support units) regarding financial, built, and human resources assigned to the College.	X		
Assist the Dean in developing and implementing new academic programming and strategic initiatives (consortia agreements, tuition sharing, degree, and non-degree programming and other revenue generating programming) with the goal of diversifying the College's academic offerings, increasing enrollments, credit hour generation, revenue, and the College's standing among peer organizations.	X		
Assist the Dean with matters related to the collective bargaining agreement with the BGSU Faculty Association.	X		
Gather data and prepare analyses for the annual college strategic plan and annual budget request, in consultation with the Dean and other college leadership.	X		
Help prepare the Association of Schools of Allied Health Professions (ASHAP) annual program and staffing survey.	X		

Gather and compile faculty and student achievement information for the Provost, President, and Board of Trustees, and for use in marketing and communications	X		
Facilitate, help organize, and provide support for the Center for Teaching and Learning programs and other faculty development opportunities.	X		
Work with interested faculty to develop innovative curricular and active, collaborative learning pedagogies (e.g., service learning, project-based learning, community engagement, use of social media, virtual learning environments, writing across the curriculum, self and peer assessment).	X		
Promote interdisciplinary among the College's academic programs, and provide direct support for interdisciplinary educational programming	X		
Serve on University committees related to assigned duties or related to other matters of interest to the College (e.g., the Academic Software Advisory Committee)	X		
Help in the development and preparation of the College's Annual Report.	X		
Work with the College's Continuing Education Coordinator to identify continuing education opportunities.	X		
Work with the other Associate Dean to obtain nominations for, and recommend to the Dean, the selection of the Clyde R. Willis faculty award winner each year, and similar awards.	X		
Work with the Dean's office staff and Department Chairs to develop and maintain part-time instructional staff hiring pools and recruitment.	X		
Serve as College-level resource and adviser to the Dean on all matters related to accreditation	X		
Participate in meetings regarding academic reconfiguration proposals.	X		
Advise the Dean on space assignment and space utilization.	X		
Teach 3-6 credit hours each academic year.	X		
Perform other duties as assigned by the Dean	X		