

**College of Engineering  
Wayne State University  
College Leadership Positions (Fall, 2018)**

**Dean**

Reporting to the provost, the dean is the chief academic and administrative officer of the College of Engineering. The dean will provide intellectual and administrative leadership to the college and peer leadership on the Council of Deans. The dean is responsible for stewarding the college's large and complex budget, its 200 faculty and staff, and for articulating the college's critical role in the academic and personal development of each student, many of whom are first-generation college students. The dean will coalesce the strengths and commitment of the faculty, and will be the catalyst for the creation of a compelling vision for the future of the College of Engineering at Wayne State. The dean will also represent the college in administrative matters at the next levels of university administration, most crucially in the Council of Deans chaired by the provost. The dean is responsible for further strengthening the sense of shared purpose and community among the faculty, staff, and students of the college.

- Integrate and advance the university's core values, mission and vision into the administration, operation and planning for the College
- Develop, review and evaluate both short and long-term goals, objectives, programs and curriculum for Engineering
- Lead strategic planning, budgeting, and review and evaluation processes for all faculty and staff in Engineering
- Oversees student recruitment and retention for Engineering
- Provide exemplary academic leadership and oversee faculty tenure and promotion
- Oversee the recruitment and retention of talented and experienced faculty members and staff to enhance the College's reputation and the quality of its educational offerings
- Support advancement and fundraising activities for Engineering and work collaboratively with development to help achieve goals and cultivate prospective donors
- Liaise between the College, faculty, administrators and leadership throughout the university and with external constituencies
- Speak on behalf of all of the departments in the college

**Associate Dean for Academic Affairs**

The Associate Dean reports to the Dean of the College and assists the Dean in the academic administration of the College, including all matters associated with academic programs at both the undergraduate and graduate levels, as well as with department and special program curricular matters. The Associate Dean works with the Dean to represent the College to students, faculty, departments, University administration, and external stakeholders. The Associate Dean acts on behalf of the Dean as needed or as directed.

- Provide strategic direction and leadership for College of Engineering Academic Policies
- Direct College Academic Advising Functions
- Direct Graduate/Undergraduate/Certificate program proposal, review and approval
- Academic staff selective salary process, ESS, and promotion
- Oversight of the Bulletin Update, Orientation and Recruiting, and Outreach Programs and Events
- Oversight of College ABET and HLC Assessment Activities
- Promote Community College Relations through generating articulation agreements; providing outreach to local community colleges, and assisting departments with program development
- Support Student Affairs, including the grade appeal process and upholding the College and University student code of conduct

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**Associate Dean for Faculty Affairs**

The Associate Dean reports to the Dean of the College and assists the Dean in developing and supporting the faculty affairs within the College. Including matters associated with college-level processing of promotion and tenure cases, faculty retention, new Chair hires, and labor relations matters of the College. The Associate Dean works with the Dean to represent the College to students, faculty, departments, University administration, and external stakeholders. The Associate Dean acts on behalf of the Dean as needed or as directed.

- Faculty searching/hiring
- Chair/Director searches
- Program reviews as assigned
- Faculty promotion and tenure
- Faculty selective salary processes
- Term-contract faculty renewals
- Sabbaticals, leaves of absence, modified duties, tenure/promotion-related issues, etc.
- Contractual issues for AAUP/AFT and UPTF

**Associate Dean for Research and Graduate Studies**

The Associate Dean reports to the Dean of the College and assists the Dean in developing and supporting the research and graduate students endeavors of the College, including all matters associated with research programs, graduate recruiting and retention, as well as with department and faculty research matters. The Associate Dean works with the Dean to represent the College to students, faculty, departments, University administration, and external stakeholders. The Associate Dean acts on behalf of the Dean as needed or as directed.

- disseminates information on federal, state and industrial funding opportunities
- facilitates interdisciplinary collaborative research and partnerships among departments, colleges, institutions, industries and national laboratories
- oversees the processes of research proposals and budget and account information
- oversees the Research Advisory Committee
- oversees the Graduate Program Director Committee
- develops and implements graduate recruiting and retention strategies
- develops and implements special international collaborative programs

**Associate Dean for Innovation and Entrepreneurship:**

Within the context of the Institute's mission, the Associate Dean for Innovation and Entrepreneurship and Director of the Anderson Institute is responsible for executing and leading the development and growth of the James and Patricia Anderson Engineering Ventures Institute. Specific duties include:

- Establish and engage the Anderson Institute senior advisory committee
- Manage the operations of the Institute in the context of the CoE, the University, alumni and other stakeholders
- Establish and facilitate training programs for faculty interested in entrepreneurship and commercialization of their research products
- Oversee grant program for researchers to move towards the commercialization of their research
- Develop plans to incentivize and recognize faculty support of student venture creation and faculty pursuit of engineering ventures

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- Develop and maintain relationships with partner organizations within Detroit, the state as well as nationally and internationally
- Recruit entrepreneur “adjuncts” to support the mentoring and teaching initiatives of the Institute

**Assistant Dean for Student Services**

- Lead and direct the operations of Student Services in the College
- Provide strategic planning, policy development and process improvement to deliver the highest level of excellence and professionalism in Student Services
- Develop and direct the College’s enrollment management plan
- Direct programs to promote retention and success of the College’s students
- Represent the Dean and the College on university-wide committees
- Facilitate the College scholarship and award process, ensuring that faculty committees have the necessary information to make informed award decisions
- Develop and oversee the Career Services Center for the College
- Work with students and student organizations to coordinate and build student involvement with school priorities
- Facilitate communication and interpretation of Graduate School policies and opportunities to the engineering community

**Sr. Director, Business Affairs**

- Oversees the non-academic operations of the College, including: lead the School’s financial and budget management, research administration, human resource services, information technology, and facilities, including supervision of senior managers
- Develop and submit annual budget and conduct financial analysis of school operations
- Oversee staff recruitment, development, evaluation, and retention programs
- Provide leadership in the management of the School’s facilities, including, renovations, health and safety, and space allocations
- Participate with the Dean and University Leadership in strategic planning and policy setting
- Represent the Dean and the School with broad authority to make commitments

**Executive Assistant to the Dean**

This position provides direct day-to-day administrative support to Dean, serves as an initial contact point for the Dean and as a liaison with deans and university departments.

- Works closely with senior staff and deans to help achieve key deliverables and objectives of the Dean. Develops and maintains effective working relationships with internal campus constituents and external bodies in support of the Dean’s agenda. Ability to work collaboratively with diverse groups and stakeholders across campus with the organizational agility to accomplish key goals and objectives
- Maintains and coordinates a complex ever-changing executive calendar, schedules events and performs follow up on meetings
- Prioritizes inquiries and independently answers those requiring immediate attention. Identify and resolve operational problems to improve efficiencies. Provide accurate and timely content in several different formats including emails, memos, letters and talking points
- Lead special projects as assigned. Develop and implement project plans and communication strategies. Creates and distributes communications on behalf of the Dean to faculty, staff and other selected audiences

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- Oversee the College's strategic plan and coordinate with consulting firm on tactical action plan
- Manage faculty personnel processes, which include sabbatical requests, promotion and tenure, annual merit review, and graduate appointments
- Manages Assistant to Associate Dean – position supports Associate Dean for Research and Graduate Studies, Associate Dean for Entrepreneurship and Director of Medical Engineering. Assesses priorities and helps manages workflow, provides regular performance feedback, writes clear performance appraisals, and coaching
- Executive Assistant to the Board of Visitors - supports advancement of the College and strategic plan goals, philanthropy and alumni relations
- Supports College's compliance with university policies and procedures