

# COLLEGE for Creative STUDIES

## Dean of Undergraduate Studies

Reporting to the Provost, the Dean of Undergraduate Studies oversees the College's undergraduate programs, serves as liaison between department chairs and the Provost and is a member of the College's leadership team.

Responsibilities of the Dean of Undergraduate Studies:

- In close collaboration with Provost and the Dean of Graduate Studies, and consistent with the College's strategic plan, provide vision and leadership to foster and maintain academic programs of the highest quality and enhance their visibility and reputation nationally and internationally
- In collaboration with the department chairs, lead curriculum review and the systematic assessment of undergraduate programs
- Develop new academic programs consistent with the CCS strategic plan
- Supervise the undergraduate department chairs, including chairing the regularly scheduled chairs' meetings
- In collaboration with department chairs and the Associate Provost, arrange and lead searches for full-time faculty
- With the chairs, oversee the annual faculty performance evaluation process
- Conduct the department chairs' annual performance evaluations
- Make recommendations to the Provost concerning contract renewals of department chairs and faculty
- Assist department chairs with developing their annual budget submissions
- Monitor academic department budgets
- With the Provost, Dean of Graduate Studies, and the Precollege and Continuing Studies Director, develop programs to expand summer enrollment
- Collaborate with the Dean of Students and chairs in tracking student retention and developing initiatives to increase retention
- In collaboration with the Institutional Advancement Office, expand and develop relationships with corporate, foundation, and research partners, as well as individual donors
- Working with the Associate Provost, ensure compliance with applicable accreditation standards for all programs
- Working with Career Services, develop and expand internship and job placement programs
- Respond to concerns raised by students and/or faculty, and seek resolution to the issues
- Participate in various College outreach activities such as visiting speaker events, exhibitions, open houses, portfolio days, the annual Student Exhibition and Commencement
- Represent the college in the city of Detroit and the region
- Perform other duties as requested by the Provost