

## **ROLE AND RESPONSIBILITIES OF THE DEAN**

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The priority of the University is to foster research and improve teaching and learning at CEPT. It is the Dean's role to ensure this. As an academic leader, they would provide leadership in conceptualizing the directions of the Faculty and would work out a roadmap to achieve it.

The Dean is responsible for overseeing the functioning of the Faculty, mentoring and supporting faculty members, and attracting suitable persons to teach at the Faculty. The Dean is expected to lead the process of curriculum and pedagogy review at the Faculty.

The Dean should enrich interaction and professional experience of faculty members. While networking with various institutions within the country and abroad for this purpose, they must ensure that CEPT would be the primary anchor of activities. Such projects must neither affect the integrity of the course nor disrupt the academic calendar. In this context, the Dean must also maintain a clear distinction between private work and professional responsibilities at the University, and avoid conflict of commitment.

As a member of the management of the University, the Dean should take responsibility for preparing the budget of the Faculty in consultation with Program Chairs/Coordinators and other stakeholders of the Faculty. This would include a plan for various activities such as holding meetings, conferences, and recruitment. The Dean must ensure that the expenses comply with the estimates approved by the University. Any deviation to the approved budget would require a mandatory approval of the Provost's office and finance department

Since the Faculty functions as a collaborative of full-time faculty members and practitioners, the Dean is expected to nurture space for diverse and critical points of view to coexist in harmony at the Faculty.

The Dean's responsibilities are outlined under three broad categories: 1, Academic Leadership; 2, Faculty Administration; and 3, Outreach.

### **1. Academic Leadership**

1. Understand, imbibe, strengthen and further the mission of the University.
2. Undertake collective visioning with teaching staff at the Faculty in promoting excellence in teaching, research and administration.
3. Be involved in substantial teaching at Faculty level.

4. Facilitate the development and adoption of cutting-edge curricula and pedagogy at the Faculty and institute processes for continuous improvement. Ensure that the curricula is well understood by everyone in the Faculty including students and visiting tutors. Oversee the implementation of curricula through full-time, part-time and distance-learning programs at the Faculty.
5. Advance student learning and student success based on measures of success and outcomes outlined in the curricula.
6. Foster congenial atmosphere and nurture space for coexistence of diverse and critical points of view among colleagues in the Faculty and facilitate their professional development.

## **2. Faculty Administration**

1. Oversee well-coordinated administration of the Faculty with support from program chairs/coordinators and other members of the Faculty including full-time and adjunct teaching staff, visiting faculty members, practitioners, university offices and administrative staff of the Faculty and University.
2. In collaboration with program chairs/coordinators and other faculty members, prepare, manage and implement budget for the Faculty and be responsible for the income and expenditure of the Faculty.
3. Provide leadership and in coordination with the Faculty colleagues, generate resources and use them effectively to advance the teaching and research mission
4. Apply, obtain and maintain necessary accreditation of courses from appropriate statutory and non-statutory (if needed) organizations
5. Facilitate and support the processes of the Course Approval Committee and the Board of Review for various programs at the Faculty
6. Facilitate the appointment/recruitment of Program Chairs and Program Coordinators, and faculty members for the Faculty, reviewing their performance and in the functions relating to human resource management. Implement, with the help, and support from Faculty teaching staff, an annual review of their performance and feedback of courses taught at the Faculty.
7. Appraise the Executive Council periodically on matters relating to academics and administration of the Faculty. Undertake any duties and deliver any other responsibilities assigned by the Provost, the President or the Board of Management.

### **3. Outreach**

1. Build and strengthen the relationships with the State and Central Governments, Autonomous bodies, other Indian and foreign universities.
2. Elevate the visibility and standing of the Faculty and its programs at appropriate international, national and regional forums.
3. Develop and nurture a meaningful relationship with alumni of the Faculty.