

Official Title: Dean (School)

Pay Schedule: AD-9

Tenure Track Position

A. Summary: Deans are the senior academic administrator of a school or division at NPS. They have executive authority over programs, personnel, facilities, policy, and budget in their areas of responsibility. Deans are responsible for ensuring policies and procedures are in place to efficiently carry out the academic and research programs. They provide leadership across the department, school, and campus, and as well as provide significant off-campus service to the DoN and others. Deans interact professionally in a variety of national and international forums.

B. Duties: A Dean

- organizes, manages, budgets, and governs their academic units, programs, and school as required;
- coordinates with sponsors to assure continuing Naval relevance of the school's programs; assures the school or function complies with relevant policies and regulations, including safety, security, human resources, contracting, and fiscal requirements;
- works with the department/group chairs and associate deans to plan, conduct, and administer educational programs;
- supervises the school department and group chairs and/or associate deans, per applicable federal civil service requirements;
- supports and implements WASC accreditation standards and, if applicable, the specialty accreditation standards of the school;
- manages all assigned resources, including budgets, manpower, and physical facilities; recommends individuals to the provost for appointment to the faculty;
- recommends individual faculty for promotion, tenure, and merit pay raises after considering the recommendations from the school department/group chairs;
- develops and administers programs for faculty orientation, development, and mentoring;
- develops research plans and encourages the development of research programs;
- provides academic advice, service, or consultation to Naval and Defense activities, and to others as required; and
- performs other duties commonly understood to be dean duties, as required.

C. Scope of Duties: Deans are the supervisors of the department and group chairs, the associate deans, and the dean's staff. Deans lead the academic enterprise at the program, department, school, and campus level, and provide significant external services to DoN activities, DoD activities, and professional organizations. Deans may engage with students who are located at duty stations across the world as well as at Monterey.

D. Qualifications:

- A doctoral or other terminal degree in a discipline relevant to the school;
- Extensive experience (typically 6 years or more) in academic management positions (e.g., department chair, associate dean) in one or more accredited institutions of higher education; and,
- Significant accomplishments in education, research and/or service commensurate with appointment as a tenured faculty in the school, typically at Professor rank.

Upon the recommendation of the Provost and with the approval of the NPS President, a waiver may be granted, prior to the initiation of the search process, and the following included as an alternative for the qualification requirements:

- A master's degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O-6 or higher), or as a senior manager at the department/division head level in a university or other large and diverse organization. (Non-Tenure-Track Position)

E. Special Requirements: Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.