A. Summary: Associate Deans are senior academic administrators within a school or division at NPS. Associate Deans are delegated a portion of the Dean's responsibilities for programs, personnel, policy, or administration. In their area of responsibility, Associate Deans are responsible for ensuring policies and procedures are in place to efficiently carry out the academic and research programs. In their area of responsibility, they provide leadership across the faculty, department, school, and campus, and as well as provide significant off-campus service to the DoN and others. (Example Associate Dean areas of responsibility include: Instruction, Research, Operations, Faculty.)

B. Duties: An Associate Dean performs the following functions, as delegated by the 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;
- coordinates delegated school activities across the department and group chairs;
- 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 Dean for appointment to the faculty;
- recommends individual faculty for promotion, tenure, and merit pay raises;
- 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 Associate Dean duties, as required.

C. Scope of Duties: Associate Deans may be supervisors, within their area of responsibility. Associate Deans lead portions of the academic enterprise at the program, department, school, and campus levels and provide significant external services to DoN activities. DoD activities, and professional organizations. Associate Deans may engage with students who are located at duty stations across the world as well as at Monterey.

D. Qualifications:

- A doctorate or other terminal degree in a discipline relevant to the school
- Significant administrative experience (typically 4 years or more) in an academic management position (e.g., departmental chair, associate chair, academic associate) in one or more accredited institutions of higher education
- Significant accomplishments in education, research and/or service commensurate with appointment as a senior faculty member.

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., O5 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.