

## **JOB DESCRIPTION: DEAN, SCHOOL OF MUSIC**

The Dean of the School of Music at the University of Louisville shall be the musical, educational, and administrative head of the School and shall report directly to the University Provost through whom the Dean is responsible to the President for the successful management of the School of Music. As such, the Dean is responsible for: enforcement of policies and regulations adopted by the Board of Trustees, the offices of the President and University Provost, the Faculty Senate, and the faculty of the School of Music; representing the faculty of the School to the University administration; and preparing the annual budget, submitting it to the University Provost, and administering it as approved.

The duties of the Dean include but are not limited to: presiding over meetings of the faculty; delegating authority to others for specific administrative tasks; recruiting, retaining, and leading quality faculty and staff; evaluating them according to the appropriate regulations; and recommending personnel and annual salary increase actions in accordance with the provisions of The Redbook.

Furthermore, the Dean is responsible for: establishing and encouraging high standards among faculty and students; ensuring that faculty fulfills its professional responsibilities to the University, colleagues, students, and community and its professional duties as designated in the Bylaws of the Faculty of the School of Music; and establishing an atmosphere in which meaningful musical instruction, research, creative activity, and service can flourish. Part of creating this atmosphere involves providing assistance to the areas in obtaining information from the various publics which the School serves, but most importantly, it involves the responsibility for obtaining external funding for the School. It also involves creative leadership in planning, defining, and exploring alternatives and outcomes available to the School. Finally, it involves being responsible for maintaining and protecting the physical facilities of the School to insure their integrity as a site for musical performance.

The Dean is responsible for the academic affairs of the School of Music: integrating and coordinating its programs with other units of the University and the community, improving curricula, recruiting and enrolling students, advising and evaluating transfer and advanced standing credits, and scheduling classes. The Dean shall appoint a faculty advisor to the School of Music Student Council. The Dean also has the authority to discipline students and faculty consistent with the provisions of The Redbook.