

RESPONSIBILITIES AND DUTIES OF THE DEAN
OF THE SPEED SCHOOL OF ENGINEERING

The Dean of the Speed School shall be the administrative head and academic leader of the School and as such shall be responsible directly to the Office of the President through the University Provost.

A. Responsibilities of the Dean shall include:

1. Enforcing the decisions, policies, and regulations adopted by the Board of Trustees, the Office of the President, the Office of the University Provost and the Faculty of the School.
2. Efficiently and effectively managing the School and its educational programs.
3. Preparing the goals, objectives and long range plans of the School.
4. Planning and developing the School's facilities consistent with the School's goals and objectives and with its enrollment.
5. Periodically evaluating the School's achievements to determine the extent to which the School's goals and objectives have been realized.
6. Ensuring that all academic programs attain or continue to maintain appropriate accreditation standards and supervising the preparation for accreditation visits.
7. Keeping the Office of the President and the School's Faculty fully informed concerning the educational and financial condition of the School and the adequacy and physical condition of the School's facilities and of the School's compliance with the accreditation standards of the Accreditation Board for Engineering and Technology.
8. Exercising a leadership role in curricular development by ensuring that all degree programs at both the undergraduate, graduate/Professional and graduate levels are responsive to the needs of the Community and of the Commonwealth, and are consistent with the highest levels of professional attainment as measured by professional accreditation standards.
9. Recommending to the Office of the University Provost the appointment, tenure, promotion, retention, sabbatical leave, annual salary increase and retirement actions of any faculty members and administrative officers of the School.

10. Representing the Faculty of the School to the University Administration.
11. Disciplining students for breach of conduct in academic matters to the extent of dismissal from the School subject to the appeal procedure in The Redbook.
12. Coordinating the development activities of the School in cooperation with the Vice President for Development and Alumni.
13. Maintaining liaison with the Alumni, government agencies and the industrial and professional communities.
14. Serving by gubernatorial appointment as an ex officio member of The Kentucky State Board of Registration for Professional Engineers and Land Surveyors, a policy making Board of the Commonwealth of Kentucky, which has been incorporated into the Kentucky Revised Statutes. (KRS 322.230)
15. Serving within the University as an ex officio member of the Faculty Senate; the President's Executive Cabinet; and the Provost/Deans Council.

B. Duties of the Dean shall include:

1. Organizing and managing the Office of the Dean.
2. Coordinating and integrating the work of the departments and service units within the School.
3. Working with the Office of the President through the University Provost to integrate the plans for the School with those of the University.
4. Preparing a budget for submission to the Office of the President and administering it as approved.
5. Allocating available funds for instruction and research within the various departments and offices of the School.
6. Preparing and submitting to the Office of the President and the School's Faculty an annual report.
7. Encouraging improved teaching, research and service performance of the School's Faculty.
8. Recruiting and retaining the School's Faculty and Staff in response to programmatic needs and encouraging their

professional development.

9. Administering University and School personnel policies as developed according to The Redbook procedures.
10. Supervising the School's affirmative action efforts.
11. Coordinating with the University's Admissions Office the counseling of potential engineering and technology students.
12. Working to ensure the adequate placement of cooperative interns and graduating students.
13. Providing all continuing engineering education sponsored by the University of Louisville.
14. Enrolling and advising students, evaluating advanced standing credits, and maintaining student records.
15. Coordinating class and room schedules, preparing copy for the School's Bulletin and ensuring that text book orders are processed in a timely fashion.
16. Participating in all university committees as assigned.

The aforementioned duties shall be accomplished in accordance with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the School. Unless prohibited by The Redbook or the Bylaws of the Speed School of Engineering, the Dean may delegate the aforementioned duties to appropriate administrators.