

College of Health and Human Performance
Associate Dean Academic Affairs
1.0 FTE Office of the Dean

The Associate Dean for Academic Affairs provides leadership and administration in the areas of graduate and undergraduate academic affairs in the college.

Undergraduate and Graduate Programs

- Assist departments in the development of policies and procedures to recruit and retain high quality undergraduate and graduate students with diverse backgrounds and experiences. Work with the departments to recruit and orient graduate students.
- Administer assistantships and fellowships;
- Oversee college undergraduate advising and the Office of Academic Affairs,
- Facilitate curriculum development and revisions; provide leadership to the College Curriculum Committee
- Supervise the student teacher evaluation process
- Coordinate the study abroad program in the college and provide leadership for international activities and programs in the college
- Oversee development of learning communities in the college,
- Coordinate commencement activities
- Function as the college Student Ombudsman. Disseminate policies from the university relating to sexual harassment, other disputes and special provisions for students with disabilities.
- Monitor academic progress of all graduate and undergraduate students to determine their continued eligibility to remain in the College
- Identify students who deserve special recognition. Provide oversight for scholarships. Coordinate the college student awards process
- Direct activities of the college's Undergraduate Student Advisory Council, Graduate Student Council and Ambassador Program.
- Provide leadership regarding the dissertation/thesis process in the college and dissertation/thesis documents prior to Dean's signature and communicate the goals and needs of the college's graduate programs to various stakeholders to advance the college in its pursuit of excellence in graduate studies.
- Work closely with the Assistant/ Associate Dean for Research on internal faculty awards (UFRF Professorship and Doctoral Mentoring) related to research.
- Assemble and lead the College Graduate Faculty

Liaison and Governance

- Serve on university committees as requested by the Dean
- Assist with college fundraising and developmental efforts
- Serve as a representative for the Dean to various university committees.
- Oversee drop-add procedures
- React and respond to student complaints

Program Records, Assessment and Evaluation

- Maintain data regarding student credit hour production and grade distribution
- Assemble the college portion of the university graduate and undergraduate catalog

- Assist the Dean and department heads in development of college evaluation metrics and data collection regarding these metrics.