



## Ohio Administrative Code

### Rule 3359-2-01.1 Deans of the degree-granting and professional colleges and schools.

Effective: October 14, 2023

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(A) Deans of the degree-granting and professional colleges and schools.

(1) Each dean of a degree-granting college or school shall be appointed by the board or the board's designee(s) upon recommendation of the president, shall be responsible to the president through the executive vice president and provost and shall hold office at the discretion of the president.

(2) The dean shall be the administrative head of the respective college or school and shall be charged with the general supervision of all its interests, in accordance with the directions, policies and rules established by the board, the president, and the executive vice president and provost and in accordance with the applicable provisions of collective bargaining agreements and the approved actions of the faculty senate and the college or school faculty.

(3) Responsibilities of the dean shall include, but not be limited to:

(a) Attending to organizational matters by presiding over meetings of the college or school faculty; recommending members to standing and special committees; recommending nominees for division heads, department chairs, and staff to the executive vice president and provost; presenting policies for consideration by the faculty; and administering University policies, rules and regulations.

(b) Providing program leadership in developing college or school goals, priorities, initiatives, and strategies that align with the goals, priorities, initiatives, and strategies of the university. Facilitating the development of and monitoring the status of goals, priorities, accomplishments, and needs of each department within the college or school.

(c) Developing resources for the college or school by assisting in securing gifts and grants, and by developing an annual budget request. Responsibly managing the operating, capital, and personnel budget of the college or school.



(d) Impacting the college's or school's major programs by enabling quality teaching, research, and service with an appropriate balance.

(e) Enhancing student success and the well-being of students by supervising enrollment management and students' progress and education.

(f) Initiating and facilitating the engagement of the college or school units with other campus units and with the community.

(g) Performing such other duties as designated by the president or the senior vice president and provost and as outlined in other university rules.

(B) Dean, graduate school.

(1) The dean of the graduate school shall be appointed by the board or the board's designee(s) upon recommendation of the president and may also hold the title of vice president for research. The vice president for research and dean of the graduate school shall hold office at the discretion of the president and shall be responsible to the president, who shall consult with the executive vice president and provost on matters relating to the dean. The authority and duties of the vice president for research and dean of the graduate school are included in but not limited by rule 3359-02-10 of the Administrative Code.

(C) Dean, university libraries.

(1) The dean, university libraries shall be appointed by the board or the board's designee(s) upon recommendation of the president, shall be responsible to the president through the executive vice president and provost, and shall hold office at the discretion of the president.

(2) The dean, university libraries shall be the administrative head of the university libraries and shall be charged with the general supervision of all its interests in accordance with university policies and regulations.

(3) Responsibilities of the dean shall include:



- (a) Attending to organizational matters presiding over meetings of the libraries faculty and/or staff; facilitating the consideration of policies and practices; and administering university policies, rules and regulations.
- (b) Providing leadership in developing the libraries' goals, priorities, initiatives, and strategies that align with the goals, priorities, initiatives, and strategies of the university and monitoring the status of goals, priorities, needs, and accomplishments.
- (c) Facilitating the integration of traditional and digital content, the continuous improvement of library services, and the development of technology-enabled services for the benefit of the university community.
- (d) Facilitating and fostering cooperative and consortial relationships (for example, OhioLINK) for the benefit of the university community.
- (e) Developing resources for the libraries by preparing and recommending priorities-driven budget requirements and by assisting in securing gifts and grants.
- (f) Initiating and facilitating the engagement of the libraries with other campus units and with the community.
- (4) The dean, university libraries shall assist the executive vice president and provost by performing other duties as may be assigned.
- (D) Dean, "The Drs. Gary B. and Pamela S. Williams Honors College."
- (1) The dean of the Williams honors college shall be appointed by the board or the board's designee(s) upon recommendation of the president and shall be responsible to the president through the executive vice president and provost. The dean shall hold office at the discretion of the president.
- (2) The dean shall be the administrative head of the Williams honors college, paying close attention to the advice of the honors council and shall be charged with the general supervision of all its



interests, in accordance with the policies and rules established by the board, the president, and the faculty senate.

(3) In addition to performing the duties of the dean of a college (paragraph (A) of this rule) which are applicable to the college, the dean shall work closely with all administrators at the university who award scholarships to new students or who make enrollment strategies based on scholarship decisions. In addition, because of the close connections of the dean to honors students, in residential housing, the dean will work closely with officials in the department of residence life and housing in regards to honors student housing.

(4) The dean of the Williams honors college shall assist the executive vice president and provost by performing those duties as may be assigned.