

OSU College of Public Health Administrative Leadership Position Descriptions

Dean

The primary responsibilities of the dean are set forth in Faculty Rule [3335-3-29](#). This rule requires the dean to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the dean to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.

Other responsibilities of the dean, not specifically noted elsewhere in the Pattern of Administration, are paraphrased and summarized below.

- To preside at meetings of the college faculty and to appoint all college committees unless their membership has been designated by faculty rule or by the college faculty.
 - To approve courses of study for students in his or her college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.
 - To present candidates for degrees to the president on behalf of the college faculty and to serve as a member of the Council of Deans (see Rule [3335-3-22](#) of the Administrative Code).
 - After consultation, to make recommendations to the executive vice president and provost concerning the college budget, the appointments to and promotions within the membership of the college faculty.
 - To review salary appeals and other faculty issues in a professional and timely manner.
 - To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Office of Academic Affairs and Division Chairs.
 - To appoint and review Division Chairs.
1. Division Chairs shall be selected and appointed by the dean, in consultation with the faculty and subject to approval by the president and the Board of Trustees. Each Division Chair shall be appointed for a term of four years and shall be eligible for reappointment. Division Chairs will be reviewed annually by the dean.
 2. During the last year of the term of a Division Chair, the dean will conduct a thorough review of the performance of the Division Chair during their term, ascertain whether or not the Division Chair desires to serve another term, and assess the level of support in the division for the Division Chair's continuation. If the Division Chair agrees to serve another term and their performance review is satisfactory, the dean will consider feedback from the division and then choose whether to reappoint the Division Chair to another term.
 3. If a new Division Chair is to be selected, the dean will meet with the faculty of the division to discuss the selection of a new head. After that meeting, the dean, in consultation with the division, will form a search advisory committee. The committee will include at least one member from a unit outside the division. The dean will appoint a chair from the members of the committee.
 4. The decision to hire an internal or external chair will be made by the dean after input from the division is considered.
 5. Working with the search committee and following any additional procedures detailed in its POA, the search committee will identify candidates for the Division Chair position. It is expected that faculty, students, and staff will be involved in the selection process.
 6. For external searches for a Division Chair, normal faculty search procedures will be followed.
 7. After the selection procedure has been conducted, the search committee will provide the dean with a list of potential Division Chair candidates, an evaluation of the candidates by the search committee, and a sense of the degree of overall support by the division for each candidate. The list of candidates must be unranked. The dean will appoint a Division Chair, taking into consideration the recommendations made by the search committee and input received from the division.

Day-to-day responsibility for specific matters may be delegated to others, but the dean retains final responsibility and authority for all matters covered by the Pattern of Administration, subject when relevant to the approval of the Office of Academic Affairs and Board of Trustees.

Operational efficiency requires that the dean exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of college academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The dean will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the dean will explain to the faculty the reasons for the departure, ideally before action is taken.

Vice Dean for Academic Affairs and Academic Administration

1. Lead and manage the College's development, implementation, delivery, and assessment of academic programs and curricula.
2. Interact and consult with Division Chairs, the College's applicable academic governance committees and the faculty regarding academic program guidelines and procedures.
3. Promote the development, delivery and continuous improvement of academic programs and curricula in the College.
4. Attend appropriate meetings of other college Academic Deans.
5. Serve as liaison to the Association of Schools and Programs of Public Health (ASPPH) and the Council on Education for Public Health (CEPH) for matters concerning academic affairs and program assessment and accreditation.
6. Lead and manage self-study preparation for CEPH accreditation.
7. Oversee the Office of Academic Programs and Student Services and supervise the Director of that office.
8. Oversee the academic functions of the Assistant Dean for Undergraduate Studies and Assessment, the Directors of programs not located within specific Divisions, and the Chairs of the applicable academic governance committees.
9. Oversee and approve appointments of Graduate Assistants and part-time contract instructors or faculty.
10. Attend appropriate meetings of other college academic deans.

Senior Associate Dean for Research

Senior Associate Dean for Research in the College of Public Health will provide leadership in collaborative research between the public health faculty, other researchers in the OSU health science community; and local, state and national agencies; will increase the research visibility of the School; provide leadership in faculty mentoring; will have an established record of external funding and interdisciplinary research; will teach graduate and undergraduate students; will conduct research

1. Lead and manage the College's research activities.
2. Promote and facilitate interdisciplinary research within the College.
3. Promote collaborative research opportunities.
4. Advise on private sector research opportunities.
5. Disseminate notices of funding opportunities.
6. Assist and mentor junior faculty in developing and submitting research proposals.
7. Attend appropriate meetings of other college research deans.
8. Supervise staff in the Office of Research.
9. Serve as liaison to the Association of Schools and Programs of Public Health (ASPPH) for matters concerning research activities.

Associate Dean for Research:

The Associate Dean for Research will assist in guiding the research effort of the College of Public Health. The primary responsibilities of the Associate Dean for Research will include:

1. Chairing and convening the College's Research Advisory Committee

2. Promoting and facilitating undergraduate student research
3. Promoting and facilitating graduate student research
4. Promoting graduate student grant proposals to external funding agencies
5. Assisting with the Senior Associate Dean for Research in all other research-related matters

Associate Dean for Faculty and Inclusive Excellence

The Associate Dean for Faculty and Inclusive Excellence serves as an integral and influential member of the college's academic leadership team. In addition to stewarding the success of the college faculty, the Associate Dean for Faculty and Inclusive Excellence works in close collaboration with the Dean of the College of Public Health, with other Associate Deans, and with other leaders, faculty, staff, and students to advance the interests of the College of Public Health. As the person most directly involved in shaping and developing the College of Public Health faculty, the Associate Dean of Faculty and Inclusive Excellence will have a significant impact on the College's intellectual life and academic future through hiring decisions, faculty support, and strategic initiatives. Specific responsibilities include:

1. Provide inclusive and principled leadership for the faculty of the College of Public Health, promoting an inclusive community for all faculty and supporting their work as educators, researchers, and in their service and engagement activities;
2. Design and supervise initiatives to hire, develop, mentor, and retain a diverse and talented faculty;
3. Steward faculty engagement in an innovative and robust research enterprise;
4. Support the development, delivery, and assessment of exceptional academic programs and offerings by the College's faculty;
5. Collaborate and partner on faculty development activities with colleagues, units and programs beyond the College, across Ohio State and in the broader community;
6. Advise the Dean on the operations and functions of the College as a member of the College of Public Health's Executive Committee.

Associate Dean for Students and Inclusive Excellence

The Associate Dean for Students and Inclusive Excellence serves as an integral and influential member of the college's academic leadership team. While stewarding the success of the students, they work in close collaboration with the Dean, with other Associate Deans, and with other leaders, faculty, staff, and students to advance the interests of the College of Public Health. As the person most directly involved in shaping and developing the College of Public Health student educational and co-curricular experiences, the Associate Dean of Students and Inclusive Excellence has a significant impact on the College's intellectual life and academic future through recruitment and admissions, student support, and strategic initiatives. Specific responsibilities include:

1. Provide inclusive and principled leadership, promoting an inclusive community for all students and all student-facing faculty and staff, supporting their growth in education, scholarship, and engagement activities;
2. Design and supervise initiatives to recruit, admit, mentor, and retain a diverse and talented student body;
3. Steward student engagement in innovative and robust research experiences, learning, and public health practice experiences;
4. Support the development, delivery, and assessment of exceptional academic programs and offerings for the College's students;
5. Support the development and success of student-led organizations;
6. Collaborate on student opportunities with colleagues, units and programs beyond the College, across Ohio State, and in the broader community;
7. Collaborate on the design and implementation of alumni engagement initiatives;
8. Provide guidance on use of university and college data to benchmark and promote accountability of the College's diversity mission;
9. Advise the Dean on the operations and functions of the College as a member of the College of Public Health's Executive Committee.

Assistant Dean for Undergraduate Studies and Assessment:

1. Oversees undergraduate courses and programs (degree, minor) in coordinating with the affiliated Division.
2. Leads collection and interpretation of assessment data.
3. Participate in and lead program activities associated with applicable CEPH accreditation criteria, including ensuring that competencies are appropriately and adequately addressed and evaluated by each relevant curriculum.
4. Serves as Chair of the Undergraduate Program Committee.
5. Serves as an ex officio member on the Undergraduate Studies Committee
6. Work with the Vice Dean and the Director of the Office of Academic Programs and Student Services to administer guidelines for undergraduate education established by the Undergraduate Studies committee.
7. Meet regularly with the Chair of the Undergraduate Studies committee and the Senior Associate Dean and Director- for Academic Affairs to coordinate activities of the undergraduate program.
8. Assure quality of undergraduate education through regular review of the curriculum and the student experience.
9. Oversee admissions to the undergraduate programs.
10. Coordinate the activities of the college with partnering university entities regarding joint undergraduate education programs.

Assistant Dean for Strategic Initiatives:

1. Participate in development, oversight, management, and implementation of projects and initiatives that support the vision, mission, and short- and long-term plans of the college.
2. Identify and support opportunities for public health participation and representation in cross-community initiatives, including policy initiatives.
3. Work closely with dean and college leadership on relationship-building with political, community, and public health leaders locally, nationally, and internationally.
4. Assume leadership in identifying faculty and staff opportunities for community and civic engagement and translation of evidence for public and political audiences.
5. Prepare dean and other college ambassadors for issue framing, evidence presentation, and public and civic engagement.
6. Manage civic engagement and government relations at the college level; coordinate and align with the university outreach, engagement, and government relations community.
7. Lead special projects with complex internal and external components.
8. Conduct research and provide background materials relevant to strategic meetings and special projects and initiatives, including participation in the work of public health organizations (e.g., ASPPH, APHA, IAPHS) and leadership and advocacy initiatives.
9. Assist with coordination and management of materials needed for accreditation efforts.
10. Participate in development and execution of the college's strategic plan.
11. Work with dean and senior associate dean to ensure timely movement toward strategic goals. Communicate across the college regarding our plan, new initiatives, and supporting responsibilities of key members of the college.
12. Collaborate with the college directors who have primary responsibility for communication and advancement.
13. Support coordination and alignment of strategic efforts within the dean's leadership team.
14. Provide leadership in stewarding and engaging the college external advisory board.
15. Other duties as assigned by dean or executive leadership team.

Assistant Dean for Finance and Administration and Chief Administrative Officer

The Assistant Dean for Finance and Administration and Chief Administrative Officer reports directly to and serves as an active advisor to the Dean. This is a highly visible and high impact position that helps develop and implement the strategic direction of the college and is responsible for the implementation, oversight and alignment of the business operations for the College including fiscal, information technology, human resources, research administration, and facilities functions. Resolves issues on behalf of senior leadership of the college.

1. Serves as senior fiscal officer for the College of Public Health and has the responsibility and oversight of fiscal, information technology, human resources, research administration, data analysis, and facilities functions.

2. Shapes college strategic financial plans; anticipates opportunities and threats and advises on prioritization of initiatives.
3. Develops, communicates, and implements college policies and procedures related to fiscal, talent/human resources, payroll, research administration, and risk management.
4. Advises the Dean and Associate Deans on fiscal, budgetary, and administrative matters.
5. Effectively communicates college financial information to college and university leadership, internal auditors, and other constituents.
6. Reviews and analyzes existing systems and processes and implements changes for improvement.
7. Develops and maintains the centralized budgets for the college.
8. Forecasts, models and projects revenue in addition to developing business growth and reallocation plans; and financial analyses.
9. Has responsibility for anticipating opportunities and threats, and advising on prioritization of initiatives, with a strong focus on sustainability and financial strength.
10. The position participates in development, monitoring, and evaluation of division and faculty incentive plans with an emphasis on both revenue generation and the educational and scholarly profile of the college.
11. Provides mentorship and career development opportunities for direct and indirect reports with an eye to career development but also enduring broad understanding of operations and the need for cross coverage.
12. Aligns HR strategy with fiscal strategy.
13. Prepares reports and forecasts, develops tools, and interprets data for use in strategic planning.
14. Serves as a voting member of the College's Executive Committee.
15. Represents the college to the Council on Education for Public Health, its national accrediting body, and the Association of Schools and Programs of Public Health, the international organization of accredited public health educational bodies; and serves as the Data Liaison to those organizations.
16. Participates on University fiscal and human resources committees and functions as liaison on fiscal and administrative matters with University-level units (Business and Finance, Office of Human Resources, Office of Sponsored Programs, Facilities, Operations and Development, etc.)
17. Represents the Dean and serves on committees as requested, works on special projects as assigned by the Dean.
18. Directs special projects as new opportunities emerge and performs other duties as assigned.

Division Chair:

1. Lead and manage the Division.
2. Provide leadership in planning and evaluating the Division's curriculum in consultation with Division faculty, the College's applicable academic governance committees, the Vice Dean for Academic Affairs and Academic Administration, and the Dean.
3. Participate in and lead Division activities associated with applicable accreditation criteria, including ensuring that competencies are appropriately and adequately addressed and evaluated by each relevant curriculum under the Division.
4. Assign faculty teaching responsibilities and schedules, and establish scholarly expectations and service obligations, after consultation with the faculty and in accordance with the policies on faculty duties and responsibilities and the Appointment, Promotion, and Tenure document.
5. Assist, support, and encourage the Division faculty in developing a quality research program and obtaining external funding in consultation with the Director of Faculty Development and Senior Associate Dean for Research.
6. Circulate to all Division faculty a written report on the teaching responsibilities of every Division faculty member prior to the beginning of each academic year.
7. Communicate and explain any variations in basic faculty responsibility.
8. Ensure high instructional standards, which includes evaluation of teaching.
9. Ensure compliance with standards to maintain accreditation status, including assisting with sustaining accreditation as well as the preparation of relevant annual and self-study reports, and coordinating site visits, evaluations and responses to summary reports.
10. Act as the immediate supervisor and mentor of the faculty within a Division.

11. Recommend or assign College and University committee assignments after consultation with the involved faculty.
12. Recruit and recommend candidates for appointment to the continuing and associated faculty and staff.
13. Evaluate faculty and staff at least annually in writing and recommend to the Dean personnel for merit salary increases, and for emeritus status, following accepted University policies, procedures and guidelines (Note: Division faculty serving in role of a dean, regardless of level, as well as College center directors will be evaluated by the College Dean.).
14. Serve on and attend meetings of the Executive Committee. keep the Division faculty informed about the committee decisions.
15. Maintain working relationships with organizations and individuals external to the university which will strengthen the mission of the College and Divisions in coordination with the Dean.
16. Oversee and maintain control of Divisional expenditures for the operating budget and use of funds from other Divisional accounts. assess fiscal needs of the Division, which include personnel, materials, equipment, operating expenses, and physical space. These needs will be communicated to the Dean for development of the College's annual budget.
17. Arrange meetings of the entire Division faculty regularly during the academic year. The Division Chair shall provide a meeting schedule to all Division faculty before the start of each semester. Meeting minutes will be kept and distributed to the faculty.
18. Oversee all students in the Division and address their concerns about course work, teaching/research assistantship, and other academic issues.

Center Directors:

The Center Director shall:

1. Lead and manage the Center personnel;
2. Develop, implement and evaluate the Strategic Plan for the Center;
3. Develop and manage the Center budget for personnel and operations, including overseeing and maintaining control of expenditures, assessing fiscal needs of the Center, which include personnel, materials, equipment, operating expenses, and physical space;
4. Recruit and recommend personnel for hire;
5. Plan and conduct annual reviews of personnel;
6. Communicate and explain any variations in personnel responsibilities;
7. Foster an atmosphere of positive morale, civility, accountability and excellence among Center personnel;
8. Coordinate efforts to pursue and secure external funding applicable to the Center's Strategic Plan;
9. Serve on and attend meetings of the College Centers Committee and other appropriate committees; keep the Center personnel informed about the Committee decisions;
10. Establish and sustain working relationships with organizations and individuals external to the College and University which will strengthen the mission of the College;
11. Conduct meetings with Center personnel;
12. Assume other activities in consultation with the Dean; and
13. Delegate appropriate responsibilities and authority to Center personnel.
14. Participate in college applicable committees and activities associated with including CEPH accreditation including data collection and interpretation. associated with specific criteria

Directors of specializations not affiliated with Divisions

The Directors of academic degree specializations shall:

1. Provide primary oversight for a specific degree or degree specialization.
2. Manage and assess curriculum in consultation with applicable faculty, the applicable governance committee (i.e. Academic Studies Governance Committee), applicable college leadership.
3. Participate in and lead program activities associated with applicable accreditation criteria, including ensuring that competencies are appropriately and adequately addressed and evaluated by each relevant

curriculum for the program.

4. Work with division chairs to identify faculty to teach relevant courses needed for the specialization
5. Identify a faculty representative to the Academic Studies Governance Committee.
6. Identify faculty to participate in the evaluation of student applications for admission to the specialization and assign advisors to admitted students.