

September 15, 1992

TO: All Faculty and Staff  
FROM: The Academic Dean Search DTF  
SUBJECT: Continuation of Search

As you will recall from our 9 June memo, the Academic Dean Search DTF reopened nominations for the 4-year Academic Dean position (currently held by Michael Beug). The period for nominations runs until 25 September, and nominees will have until 2 October to submit the requested materials for candidacy. Our time table has the selection process completed by mid-October.

You will also recall that last spring the following change was made in the job description: The person selected as Dean will begin service on March 29 or June 15, 1993, and the term of office will end August 31, 1996. This change is to allow the person selected to complete his or her current teaching assignment. However, the selection process should be completed as soon as possible so the successful candidate can consult with Michael Beug before he leaves office in December.

This search is a continuation of the search undertaken last academic year. The DTF feels strongly that we need an internal person in this position in light of the number of external people currently filling upper administrative positions and due to the fact that if the position is filled by an external candidate we will lose one faculty line. This would be extremely difficult in light of pending budget cuts. If the process does not succeed this time, we are mandated by the Faculty Handbook to conduct an outside search.

Self-nomination and nomination of others should be sent to Sue Hirst, Office of the Provost, Library 3131, ext. 6400, no later than 5 pm, Friday, 25 September. We encourage your nominations and applications. We are hoping for a large and diverse applicant pool.

JH 

DTF Membership:

Marianne Bailey	Al Leisenring
Fred Dube	Betty McGovern
Porsche Everson	Oscar Soule
Jeanne Hahn	Kirk Knittle, Student
Rose Jang	

Attachment: Job Description

2-9-93

THE EVERGREEN STATE COLLEGE  
Position Description

Date:	November 1991	Position:	Four-year Academic
Division:	Academic		Dean for Space and Budget
Position No.:	1131	Incumbent:	Michael Beug
		Reports to:	VP & Provost

POSITION PURPOSE:

In collaboration with the other Academic Deans, direct administrative and support services for the academic organization to contribute to its effectiveness in providing quality education.

DIMENSIONS:

Annual Instructional Budget: \$350,000  
Size of faculty: 178 FTE  
Size of student body: 3129 Annual Average Student FTE  
Term of Office: Ends August 31, 1996, once renewable

NATURE AND SCOPE:

This position reports to the Academic Vice President and Provost, together with the other Academic Deans, the Dean of Library Services, the Associate Vice President for Academic Budget and Financial Planning, the Director of Planning and Research, and the several Directors of Evergreen Centers and Institutes.

The Academic deans act as a decision-making team with some duties fixed and others rotating. This position is intended to provide continuity in the areas of academic budget and space functions which do not rotate among the deans.

PRINCIPAL ACCOUNTABILITIES:

1. Serve as the budgetary liaison between the associate vice president (avp) and the other deans and faculty. With the advice of the deans' team, responsible for the management of the non-salary, direct support budgets of the instructional program. Allocate program budgets and student aides and, with the AVP's assistance, monitor expenditures. Working with the deans and the faculty, make recommendations to the provost regarding budgetary policy in the academic area.
2. Work with the provost, the dean of library services and the avp to propose and assist in refining operating and capital budget requests. Once appropriations are received, work with same group to allocate resources to divisional units. Work with the AVP to utilize capital budget appropriations for academic projects.

3. Work with the provost in the allocation of academic space. This dean has responsibility for space with an instructional dimension, including class scheduling and office assignments. Participate in long-range planning for the allocation and re-allocation of space. Make recommendations to the provost with regard to overall academic space needs.
4. With the advice and assistance of the academic deans and the avp, responsible for self-supporting summer school, evolving the curriculum and faculty assignments, and maintaining a diversified operation that will be financially beneficial to the college and the faculty.
5. Along with the other academic deans, evaluate faculty.
6. Work directly via the Provost's Office, the hiring authority, with the avp to allocate academic staff resources and provide instructional support to the faculty.
7. Work with the provost, other deans, and the Development Office in generating and reviewing grant applications.
8. Serve as Computer Services liaison participating in both administrative and academic users groups' meetings and activities. Identify faculty and academic instructional computer needs.
9. Maintain and administer the faculty sabbatical list.
10. Remain knowledgeable of the equipment needs throughout the instructional areas of the college.
11. Serve as a member of the planning council.
12. Serve as co-chair of the campus space committee to develop long-range plans for optimum use of campus space.
13. Serve on the Plato Royalties allocation committee, which awards grants to faculty and staff-proposed projects.
14. Perform other duties as assigned by the Provost and other duties which are annually rotated among the deans.