

## QUALIFICATIONS AND REQUIREMENTS

**Job Title:** Dean of the School of Forest Resources and Environmental Science  
**Department:** School of Forest Resources and Environmental Science  
**Salary Range:** Commensurate with Education and Experience  
**Exempt (Y/N):** Yes  
**Supervisor:** Provost and Vice President For Academic Affairs

### **Summary:**

The Dean of Forest Resources and Environmental Science is the chief academic and administrative officer for the School of Forest Resources and Environmental Science. The Dean reports to the Provost and works with the deans, faculty, staff and students across campus to promote excellence in the university.

The Dean will maintain and enhance the School's role in ecology, environmental sciences, forestry, forest biotechnology, and natural resources education and research statewide, regionally, nationally, and internationally.

### **Essential Duties and Responsibilities are as follows. Other duties may be assigned.**

Serve as the principle administrative officer for the School of Forest Resources and Environmental Science including all budgeting authority.

Work with faculty, staff, students, and the School's Advisory Committee to develop and oversee the undergraduate and graduate programs.

Represent the School within Michigan Tech, the State, nationally, and internationally.

Successfully build community, research, and educational partnerships through external fundraising and advancement.

Work cooperatively with other Michigan Tech deans, vice presidents, and the Provost to advance the mission and strategic plans of the School and the University.

Recommend hiring, promotion, tenure, and termination of faculty and staff.

Oversee the Ford Forest, the Ford Center, and on-campus facilities.

Assist faculty and staff in professional development.

Conduct annual performance evaluations of the tenured, tenure-track, research faculty and the Dean's direct reports.

### **Supervisory Responsibilities:**

The Dean of the School of Forest Resources and Environmental Science will lead a unit presently comprised of 25 tenure-track faculty, 5 research faculty, 18 research professionals, 19 administrative professionals, 70 graduate students, and 160 undergraduates. The Dean is an advocate for and facilitates the professional growth of all the SFRES constituents. The Dean encourages and facilitates an open exchange of ideas through formal and informal interactions among all SFRES stakeholders.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

Ph.D. in ecology, environmental science, forestry, forest biotechnology, natural resources, or a related field. Scholarly activity appropriate for a tenured appointment in the School as a full professor.

Demonstrated fiscal responsibility and ability to manage budgets.

Proven leadership and management/supervisory experience.

Proven ability to foster collaborative efforts by building partnerships with national and/or international constituencies.

**DESIRABLE:**

Demonstrated success in attracting resources through fundraising efforts.

Ability to maintain and develop strong undergraduate and professional programs, including maintaining SAF accreditation.

Experience managing research and graduate programs.

Experience with managing a field station or off-campus facilities.

**OTHER SKILLS AND ABILITIES:**

**REQUIRED:**

Excellent interpersonal, oral/written communication skills, and presentation skills.

Demonstrated commitment to increasing the diversity of faculty, staff, and students through recruitment, retention, and development of talented individuals.

Demonstrated ability to develop and maintain a collaborative work environment.

The ability to articulate a clear vision for the future of the School.

The ability to develop and implement strategic and tactical plans.