
Approving authority	Vice Chancellor
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Advisor	Michele Britton Head, Corporate Governance m.britton@griffith.edu.au (07) 373 57190
Document URL	http://policies.griffith.edu.au/pdf/Position Statement - Dean Academic.pdf
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Description	This position statement describes the role and responsibilities of the Dean (Academic).

Related documents

[Appointment of Academic Managers](#)

[Performance Management of Academic Managers Policy and Procedures](#)

[Staffing Delegations: Academic Groups](#)

[Structure and Governance of Academic Groups of the University](#)

[\[Role\]](#) [\[Responsibilities\]](#)

1. ROLE

The principal roles of the Dean (Academic) are to:

- be standing deputy for the Group Pro Vice Chancellor;
- develop and implement Group staffing strategies and practices to enhance the capability of the Group to achieve targets relating to learning, research and engagement;
- chair Group Board and Staff Committee; and
- supervise Heads of School/Department in the Group unless Council, on the recommendation of the Vice Chancellor, approves otherwise.

The Dean (Academic) reports to the Pro Vice Chancellor of the Group. The Dean (Academic) is a member of Group Executive and contributes to the development of Group Operational Plans, leads the development and implementation of Group Staffing Plans and works closely with the Dean (Learning and Teaching) and the Dean (Research) of the Group to develop, implement and support Group strategies.

2. RESPONSIBILITIES

2.1. Learning and Teaching

The Dean (Academic) is responsible for:

- developing and implementing a strategic staffing plan that supports the Group's objectives and targets in learning and teaching, and for ensuring good alignment between the Group's learning and research activities; and
- leading the Group's international strategy.

2.2. Research

The Dean (Academic) is responsible for:

- ensuring that Group staffing strategies and practices support the Group's research plans and targets, and for ensuring a good alignment between the Group's learning and research activities.

2.3. Engagement

The Dean (Academic) is responsible for:

- fostering the Group's strong engagement with external communities; and
- developing partnering and business opportunities for their Group by engaging with local, national and international communities and bodies.

2.4. Planning and management

The Dean (Academic) is responsible for:

2.4.1. General and strategic management

fostering within the Group -

- excellence,
- equity and diversity,
- a healthy and safe environment,
- implementation of University policies,
- implementation of University employment agreements,
- student and staff development,
- fair and ethical business practices,
- compliance with the law, and
- a supportive environment.

2.4.2. Resource management

advising the Group Pro Vice Chancellor on the resourcing of the Group's teaching and engagement;

2.4.3. Staff planning and management

- developing and overseeing the implementation of a Group strategic staffing plan that supports Group priorities and targets;
- recruiting high quality staff in accordance with the Group's plans and priorities;
- leading, managing and reviewing the performance of Heads of School/ Department in the Group,
- ensure that staffing practices in the Group promote and support excellence in performance;
- mentoring and developing staff in the Group, and ensuring the effective operation of annual staff performance reviews for all staff in the Group; and
- developing a workload formula for the Group, overseeing the allocation of workloads to staff in the Group in accordance with the formula.

The Dean (Academic) is, ex officio, a member of the:

- Academic Committee
- Group Board as Chair
- Group Staff Committee as Chair
- Group Promotions Committee as Chair (if established)

- Budget Advisory Group
- Group Learning and Teaching Committee
- School / Department Committees within the Group