Associate Deans Areas of Responsibility*

**Both**
- Serve at the pleasure of the Dean and carry out duties as assigned by and in collaboration with the Dean.
- Serve as Acting Dean at any time the Dean is out of town or unavailable for a short period of time.
- Act as Dean's designee for signing financial statement/P-card, etc. and collaboratively work with the Dean on budgetary decisions.
- Act as liaison to Legal Affairs and college constituencies.
- Counsel faculty/Dean on various KSU, BOR, and HR policies
- Act as point person for faculty/staff conflict, data collection/fact finding, and consult with the Dean on these issues.
- Advise on issues for Title IX, Sexual Harassment, and other complaints by students/faculty.
- Participate in the evaluation of staff within the Dean's Office.
- Facilitate and Coordinate hooding and award ceremonies with Chairs/Directors in the College.
- Update and ensure accuracy of the website.
- Maintain AVTS and Digital Signage Networks.
- Supervise ITS staff assigned to the College.
- Act as point person for any type of data mining for the departments/college.
- Update marketing materials

*Responsibility for All Activities and Dean’s Designee are shared but designated portfolios of responsibility exist for the two Associate Deans.*

**Dr. Susan Dyess**
- Coordinate data for SACS and other reports.
- Support Department Chairs with accreditation reports/visits.
- Monitor and collect college programmatic data and reports submitted to different constituencies through the Dean's Office.
- Coordinate College elections for college and university committees in collaboration with College Faculty Council early in the Spring semester for the following academic year.
- Support promotion and tenure processes for College
- Act as QEP Liaison
- Act as Improve KSU Liaison
- Act as Student Success Liaison
- Oversee WellStar Advising Center
- Compile and monitor reports on RPG; total number of students in the different majors.
- Serves on committees, task forces and other university-wide initiatives as a representative of the College

**Dr. Kandice Porter**
- Act as liaison to the Office of the Registrar.
- Oversee curriculum in the College regarding schedule building, room assignments, enrollment monitoring, and room utilization efficiency and reports.
✓ Inventory all equipment -work with Chairs and ITS on semester checks/audits, handle equipment warranties.
✓ Assist with College digital learning efforts.
✓ Work with Chair of the College Safety Ad Hoc Committee to ensure compliance with Strategic Safety, Environment Health and Safety Policies in the labs, building, and crisis management.
✓ Maintains College academic continuity planning.
✓ Coordinate with Plant Operations and administrative associate to have building issues/repairs/renovations; work with facilities, ITS, and AVTS.
✓ Coordinate events in Prillaman Hall with University Events.
✓ Coordinates scheduling of facilities, door access, and space designations.
✓ Facilitate Undergraduate and Graduate Catalogue updates after changes made each year-UPCC, GPCC.
✓ Oversight of the Curriculum & Assessment committee
✓ Serves on committees, task forces and other university-wide initiatives as a representative of the College.

Assistant Dean for Research

Dr. Mark Geil
✓ Assist with implementation of college strategic goals regarding scholarship, research activities, and funded initiatives.
✓ Coordinate review and editing of manuscript submissions for faculty and students
✓ Facilitate grant proposal development, including budget development.
✓ Facilitate post-award management in conjunction with the Office of Research and KSURF
✓ Act as point person for informing Dean about ongoing research activities in the College and University
✓ Serve as a liaison with the Office of Research policies and procedures for faculty.
✓ Provide research assistance to the Dean as requested
✓ Serve as the grants officer of the Academy
✓ Promote faculty and student engagement in research and research dissemination
✓ In consult with the Dean, develop and maintain policies for the use of facilities and administrative (indirect) funds
✓ Coordinate with laboratory coordinators and Department Chairs to facilitate maintenance, equipment repairs, and enhancements.
✓ Serve as a member of the University Research Advisory Council
✓ Enhance community and public awareness of the college’s research enterprise
✓ Inform faculty about specific funding opportunities
✓ Develop strategies to improve quantity and quality of measurable research products, including peer-reviewed publications and external grants and contracts