**PROFESSIONAL POSITION DESCRIPTION**

**Position Title:** Dean (and Professor of Law)

**Division:** School of Law

**Department:** Dean’s Office

**Location:** Law School Building, Portland

**Schedule:** Monday-Friday 8:00 a.m.-4:30 p.m., evenings and weekends as necessary

**Reports to:** University of Maine System Chancellor

**Position Management #** 00013195

**Date:** November 2019

**STATEMENT OF THE JOB:**

The Dean is the chief academic, administrative, and advancement officer of the Law School. The Dean is responsible for the following functions directly or by delegating to members of the Faculty or special function administrators: (i) managing budget and finance; (ii) carrying out the instructional programs and implementing the educational and professional objectives, including with the University of Maine Graduate and Professional Center; (iii) leading faculty, staff, and students in developing quality teaching, scholarly research, and public service programs; (iv) maintaining and improving the Law Library and Law School technology; (v) Law School communications; and (vi) external engagement with all Law School stakeholders, including alumni and the Maine Bar, annual and capital project fundraising, and grant support. To fulfill these responsibilities, the Dean takes direct action, consulting as necessary with the UMS Chancellor and appropriate System leadership on selected matters related to personnel, program development, instruction, budgets, physical plant, and other related management issues.

The Dean is also responsible for developing and coordinating the public image and vision of the Law School. The Dean is expected to represent the Law School within the System, with the local, regional and national bench and bar, and with all of the universities that make up the University of Maine System. The Dean is responsible for developing active and dynamic relationships with the business and social service community, public and private sector institutions, the media, and the general public.

If the Dean is granted an appointment as a Professor of Law, the Dean would hold the academic responsibilities and privileges of a full-time Faculty member.

**ESSENTIAL FUNCTIONS:** The Dean has the following duties, which the Dean is responsible for executing directly or by delegating to members of the Faculty or special function administrators:

Academic Responsibilities:

1. The Dean is responsible for the development, review, and evaluation of both short- and long-range goals, objectives, programs, and curriculum for the Law School within the framework of the overall mission of the Law School and the System, in cooperation with the Law School Faculty, staff, students, alumni community and the community at large.
2. The Dean works with the Chancellor, and other System-wide administrators to share information, address academic concerns, and to coordinate effective Law School interface with other University of Maine System plans, initiatives, policies, and programs.
3. The Dean recommends to the Chancellor the hiring, promotion, retention, tenure, dismissal, and salary of all Faculty who hold full-time and visiting appointments in the Law School, including matters that are subject to System and Trustee approval.
4. The Dean is responsible for the appointment of all part-time adjunct Faculty, lecturers and instructors in special programs for the Law School.
5. The Dean encourages and supports Faculty participation in appropriate scholarship and publication and encourages maintenance of a high level of teaching quality, as well as Faculty participation in professional and community service.
6. The Dean is responsible for encouraging and ensuring that students have a meaningful role in the development of the Law School.
7. The Dean serves as chair of Faculty meetings, is a member *ex officio* of all committees, and is encouraged to engage in teaching, scholarship, and public service to the extent consistent with the fulfillment of the administrative responsibilities of the position.
8. The Dean is responsible for the oversight of Law School student journals and other publications.

Fiscal Responsibilities:

1. The Dean is responsible for managing budget and finance for the Law School, including the preparation, submission to UMS and the Board, disbursement of, and working within, the approved budget of the Law School.
2. The Dean is responsible for all advancement and fundraising activities of the Law School, oversees advancement staff, sets goals, identifies and works with prospective donors, and solicits donations.
3. The Dean is responsible for identifying grant opportunities to support programs of the Law School and for supervising the preparation of grant proposals and the administration of grant funds received.
4. The Dean is responsible for determining the present and future space, facilities, and equipment needs of the Law School and, in coordination with UMS leadership, for seeking appropriate resources to meet those needs.

Administrative Responsibilities:

1. The Dean is responsible for the administration of the Law School’s degree programs, including admissions, curricular planning and implementation, class scheduling, registration, student advising, maintenance of student records, and information for academic publications and disclosures.
2. The Dean is responsible for the planning, development, and management of the Law Library and Law School technology.
3. The Dean is responsible for the management of the Cumberland Legal Aid Clinic and other experiential learning programs, and for assuring that such operations comply with applicable standards of professional conduct.
4. The Dean is responsible for the management of the Law School’s centers, such as the Center for Law and Innovation and the Oceans and Coastal Law Center.
5. The Dean is responsible for maintaining an effective career services and placement operation for students and graduates of the Law School.
6. The Dean is responsible for the employment and supervision of all non-teaching personnel in the Law School.

External Responsibilities:

1. The Dean is responsible for developing and maintaining an effective liaison between the Law School and Faculty, administrators, and leadership throughout the System, the bench and bar, selected public and private institutions, the media, and the general public, pursuant to the Law School’s statewide mission.
2. The Dean is responsible for maintaining liaison with and meeting reporting requirements and accreditation standards of the Association of American Law Schools, the Section on Legal Education of the American Bar Association, and other professional and accrediting bodies, and for advancing the Law School’s national reputation and stature.
3. The Dean is responsible for maintaining relationships with the Law School’s Board of Visitors, with the boards of directors of the University of Maine School of Law Foundation and Maine Law Alumni Association, and with alumni of the Law School, and serves, *ex officio*, as a member of the Law School Foundation Board and Alumni Association Board.
4. The Dean is responsible for the development of public service programs that serve the needs of the state, the legal profession, and the System.
5. The Dean participates in and represents the Law School in professional activities and ceremonial functions outside of and within the institution.
6. The Dean is responsible for developing and coordinating the Law School’s internal and external communications systems.

Additional duties as reasonably assigned or required to fulfill the functions set forth above.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

* Authority to commit financial resources of $25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
* Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
* Direct responsibility for the safety and security of employees, students, minors, and/or visitors or property.
* Ability to drive a University vehicle and provide proof of a valid driver’s license.
* Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
* Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** The Dean of the Law School supervises a variable number of Faculty, professional staff, and classified staff at the Law School.

**BUDGET RESPONSIBILITIES:** See Fiscal Responsibilities, above.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** See External Responsibilities, above.

Ordinarily, the Dean should be a member of the Bar of Maine or other jurisdictions and should be a member of appropriate bar associations and other professional organizations. By statute, the Dean is a member of the Maine Judicial Council. The Dean is an *ex officio* member of the American Law Institute, the Maine Justice Action Group, the Edward T. Gignoux Inn of Court, the Morton A. Brody Distinguished Judicial Service Award selection committee, and other boards and organizations from time to time.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** The Dean of the Law School coordinates with the office of the Chancellor of the University of Maine System as well as Presidents and administrators at the Universities of the System. In addition, under the system of Faculty Governance, the Dean coordinates decision-making within the Law School with members of the Law School Faculty.

**External:** See External Responsibilities, above.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* An ability to articulate a clear vision for the Law School reflective of its mission;
* Effective leadership;
* Strong communication and interpersonal skills;
* Expertise in legal education, understanding of pedagogy, and commitment to experiential education;
* Concern for and interest in students;
* Commitment to shared governance with the Law School Faculty;
* Commitment to diversity;
* Strong entrepreneurial leadership, including innovation, creativity, and building and maintaining consensus around change;
* Fiscal acumen, including the ability to plan and manage multi-year budgets aimed at long-term financial stability and sustainability, and to assess financial impacts of proposed actions and initiatives;
* Ability to work with the Maine bench, bar, and policymakers, alumni of the Law School, and other Law School external constituencies;
* A commitment to gifts, grants, and contracts and other advancement activities;
* A commitment to fostering and supporting a culture of community with the Law School's Faculty, staff, and students;
* Involvement with and understanding of national legal education organizations;
* Legal, academic and/or scholarly accomplishment sufficient to merit appointment as a full professor of law with tenure, if the Dean seeks to be considered for such appointment.

**QUALIFICATIONS:**

**Required:**

* J.D. or equivalent degree
* At least 10 years of progressively higher experience and achievement as a law teacher or administrator, legal practitioner, judge, or an equivalent professional position
* If an appointment is sought as a Professor of Law, achievement in legal research, writing, and/or scholarship that would merit such appointment
* A distinguished record of accomplishment in several or all of the following areas:
1. An ability to articulate a clear vision for the Law School reflective of its mission
2. Effective leadership in an organization, institution, or entity
3. Strong communication and interpersonal skills
4. Expertise in legal education or analogous experiences, including an understanding of pedagogy and commitment to experiential education
5. A demonstrated concern for and interest in students
6. A commitment to shared governance with the Law School Faculty
7. A commitment to diversity
8. A record of strong entrepreneurial leadership, including innovation, creativity, and a history of building and maintaining consensus around change
9. Fiscal acumen, including the ability to plan and manage multi-year budgets aimed at long-term financial stability and sustainability, and to assess financial impacts of proposed actions and initiatives
10. An ability to work with the Maine bench, bar, and policymakers, alumni of the Law School, and other Law School external constituencies
11. A commitment to, and experience in, gifts, grants and contracts, and other advancement activities
12. A commitment to fostering and supporting a culture of community with the Law School's Faculty, staff, and students
13. A record of involvement with and understanding of national legal education and/or practice organizations

**License/Certifications:**

* Valid Driver's License and be an authorized and approved University Driver based on the Driver Administration Policy.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*