

Woody L. Hunt College of Business Organizational Structure

Dean's Office Administrative Positions

1) Dean

In accordance with the University's Handbook of Operating Procedures, 3.1.9 Academic Deans of Colleges, <https://www.utep.edu/hoop/section-1/administration.html>, the Deans of the Academic Colleges, upon approval of the President, are appointed by and report to the Vice President for Academic Affairs/Provost. Each dean has general charge and responsibility for the following functions within their Academic College:

- Implementation of all academic regulations and procedures
- Certification of students for honors and graduation at commencement exercises, provided that this responsibility is delegated for each academic year by the Faculty Senate
- Administrative supervision of academic departments and programs
- Allocation of space and facilities within the college
- Recommendations for appointment of Department Chairs
- Recommendations for faculty appointments, retention, dismissal, tenure, promotions, merit evaluations, and leaves of absence
- Development of plans for evaluation of teaching methods, evaluation of curricula, and improvement of instruction
- Recommendations on budget and budget policies
- Maintenance of academic standards of the University and of appropriate accrediting bodies
- Appointment of college committees for faculty consultation and advice on any of the matters above
- Provides oversight of the College's alumni and fundraising efforts
- Calling and conducting college faculty meetings
- Chairs the Faculty Professional Committee
- Chairs the Executive Committee
- Chairs the Endowment Review Committee
- Chairs the Senior Staff Advisory Committee
- Chairs the College Communications Committee
- Oversees the management and strategic planning of the College's facilities
- Other academic and administrative duties as may be assigned by the Vice President for Academic Affairs/Provost

2) Associate Dean for Research and Faculty Development

- Facilitates the onboarding process of newly appointed faculty
- Administers the faculty credentialing process in support of AACSB and SACSCOC for full-time tenure-track, tenured, non-tenured track, and part-time

non-tenure track faculty qualifications in collaboration with the Department Chairs

- Manages the development of the College's AACSB CIR and annual report submission
- In collaboration with department chairs, ensures that all faculty teaching assignments adhere to the college's workload policy
- Provides oversight of the third-year review process of tenure-track faculty
- Provides oversight of the college tenure and/or promotion processes of tenure-track and tenured faculty
- Chairs the College Promotion and Tenure Committee
- Co-chairs the College Graduate Curriculum Committee
- Chairs the College Research Resource Committee
- Assists the Dean in the effective utilization of faculty resources in fulfilling the College's mission
- Manages the annual evaluation and appeal process on behalf of the Dean
- Manages the research start-up packages of junior faculty
- Manages the summer research incentive program
- Administers the annual seed funding support for grants
- Administers the annual research support program
- Leads the annual faculty development program for faculty
- Ensures that all college policies are up to date and align with the college's strategic plan
- Chairs the Annual College Awards Committee related to research
- Works collaboratively with the PhD Program Director and the PhD Policy Committee in the efficient delivery of the PhD Program
- Prepares an annual report on the administrative summary of responsibilities assigned
- Performs other duties as assigned by the dean
- Represents the dean in her/his absence

3) Associate Dean for Academic Affairs

- Provides oversight of SACSCOC and AACSB assurance of learning efforts, including activities related to closing the loop
- Works collaboratively with the assistant dean to enhance the college's student learning and career development initiatives
- Provides oversight of the bachelor's degree programs in the College
- Provides oversight of all curriculum changes
- Oversees the college's efforts with the University Honors Program and college honor societies such as Beta Gamma Sigma
- Provides oversight of class schedules and allocation of classroom space in collaboration with department chairs
- Manages the allocation of TA and peer mentoring resources to support the college's teaching and learning efforts

- Provides oversight and is the academic leader of the graduate programs at the master's level (MBA, MAcc, and MSEcon)
- Provides oversight of undergraduate advising
- Manages the College's study abroad initiatives and faculty-led programs
- Chairs the College AOL Committee
- Chairs the College Undergraduate Curriculum Committee
- Chairs the Undergraduate Degree Requirement Compliance Committee
- Co-chairs the Graduate College Curriculum Committee
- Chairs the MBA Policy Committee
- Chairs the Annual College Awards Committee related to teaching
- Leads the college's efforts for class-related community engagement
- Oversees the college efforts for academic-related outreach to universities in Mexico
- Monitors student learning challenges and implements plans to alleviate problems
- Prepares an annual report on the administrative summary of responsibilities
- Performs other duties as assigned by the dean
- Represents the dean in her/his absence

4) Assistant Dean for Student Career Success, Experience, and Outreach

- Initiates and oversees activities tailored to undergraduate students in collaboration with the Associate Dean for Academic Affairs and Dean
- Works collaboratively with the Director of Corporate and Alumni Engagement to develop and organize career development opportunities for students
- Oversees the administration of corporate academies, including the coordination of activities across academies
- Oversees the Hunt Business Students Ambassadors program
- Develops and oversees the student engagement strategic plan in collaboration with the dean and associate deans
- Oversees the Hunt Creative team and develops and executes a comprehensive communication strategy aligned with the College Strategic Plan
- Chairs the college communications committee
- Chairs the Annual College Awards Committee related to faculty service and staff awards
- Oversees all college student success and engagement efforts
- Plans and executes community and corporate engagement initiatives related to student career development and success, including internships
- Formulates and oversees the implementation of strategic and annual plans for College communications, corporate partnerships, and student career development
- Oversees all career development opportunities for students at the undergraduate level and works collaboratively with Career Services and the college's career development manager to enhance career opportunities for students
- Oversees the student success manager(s) and, by extension, all student organizations in the college, including the Business Student Council (BSC)

- Maintains a complete, continuously updated, and accurate log of all student career development initiatives (participants, costs, etc.)
- Prepares an annual report with accomplishments and future short- and long-term plans
- Performs other duties as assigned by the dean
- Represents the dean in her/his absence

5) College Administrative Officer

- Assists the Dean in strategic financial planning for the College
- In collaboration with the associate dean for research and faculty development, manages the allocation of faculty offices
- Guides administration and management of faculty and staff on all phases of budget development, preparation, monitoring, and management
- Assists in the projection of budget needs and leads the preparation of the annual budget and presentation
- In collaboration with the associate deans and dean leads the effort to meet AACSB data needs (e.g., BSQ)
- Compiles data and prepares reports for accounting and fiscal management purposes
- Prepares financial data for accreditation
- Monitors College accounts, controls the flow of funds, and forecasts the relationship between budgeted and current expenditures in major accounts
- Works with the Dean to oversee the development and execution of endowment funds; ensures timely filing of required endowment compliance reports\
- Oversees all faculty appointments, including merit and market-based salary increases
- Manages the operations and staff of the College Business Center and the IT staff (TIM and assistant TIM)
- Working with the associate deans and assistant deans, manages the allocation of resources for faculty and student support
- Develops and implements procedures supporting internal control
- Oversees all MinerMall transactions and advises the Dean on approvals
- Supports the Dean for all monthly and annual account reconciliations
- Works with HR to ensure adherence to university HR policies
- Oversees the College facilities, including the administration and budgeting of all financial activity related to physical building and building projects
- Prepares/supervises the preparation of financial and statistical reports
- Performs other duties as assigned by the Dean

6) Director of Corporate and Alumni Engagement

- Builds and maintains strong relationships with corporate partners, identifying opportunities for collaboration that benefit both the college and its students
- Develops and implements strategies for corporate engagement that align with the college's goals and mission
- Works collaboratively with the Assistant Dean and other College Leaders to conceive, develop, and organize career development opportunities for students
- Actively manages and coordinates the business advisory council, ensuring effective communication and collaboration between council members and the college
- Works closely with corporate partners to create and sustain student internship and employment opportunities
- Develops and implements comprehensive alumni engagement strategies that strengthen the relationship between alumni and the college
- Organizes and manages alumni-focused events, including networking sessions, career panels, and reunions, to facilitate ongoing alumni involvement in college activities
- Creates opportunities for alumni to contribute to the college through mentorship programs, guest lectures, and philanthropic support
- Leads the development and distribution of communication materials, including quarterly newsletters, annual reports, and other key publications, to keep corporate partners, alumni, and advisory councils informed and engaged
- Oversees, plans, organizes, and/or executes events that support corporate engagement and alumni relations, such as advisory council meetings, corporate partner events, and alumni gatherings
- Collaborates with marketing and communications teams to ensure consistent and impactful messaging across all channels
- Actively manages the college's business advisory council, coordinating meetings, setting agendas, and ensuring alignment with the college's strategic goals
- Serves as the primary liaison between the college and its various advisory councils, fostering strong communication and collaboration
- Engages council members meaningfully to support the college's mission and enhance student opportunities
- Manages the College's external agreements via DocuSign
- Performs other duties as assigned by the Dean

7) Director of Undergraduate Programs

- Provides leadership and vision for the Undergraduate Advising Office, setting strategic goals and objectives aligned with the College's mission and student success initiatives
- Develops, implements, and assesses advising policies and procedures, ensuring best practices are followed to support student progress towards graduation

- Oversees the day-to-day operations of the advising office, including scheduling, resource allocation, and staff development
- Recruits, hires, supervises, trains, and mentors a team of professional advisors, fostering a positive and productive work environment
- Collaborates with faculty advisors, academic departments, and other student support services to ensure a seamless advising experience for students
- Analyzes academic data and student success metrics to identify trends and develop strategies for improvement
- Maintains a deep understanding of university policies, procedures, and academic degree requirements
- Prepares and manages the advising office budget
- Is responsible for completing and ensuring the accuracy and integrity of the Graduation Official list each semester.
- Works with Department Chairs regarding course evaluations and equivalencies
- Oversees the College orientations for incoming undergraduate students
- Supports the Enrollment Services office with recruitment efforts for high school students
- Stays abreast of current trends and best practices in higher education advising
- Develops and maintains strong relationships with faculty, staff, and external stakeholders.
- Advocates for student needs and represents the advising office in various campus committees.
- Has knowledge of all Microsoft Office software and is able to learn and use institutional software systems
- Is proficient in Banner, the university's student information system.
- Complies with all State and University policies.

8) Department Chairs

In accordance with the University's Handbook of Operating Procedures, 3.1.10 Academic Department Chairs/Directors, <https://www.utep.edu/hoop/section-1/administration.html>:

- recommendations for appointment, re-appointment, retention, dismissal, tenure, promotion, and merit salary determinations of all faculty and other department personnel
- evaluation of faculty
- recommendations for and management of the budget
- expenditure control and compliance with administrative policies and procedures
- planning, evaluation, and development of programs
- approval of degree plans for students
- preparation of the schedule of course offerings
- assignment of duties, including teaching assignments, for faculty and staff personnel

- assignment of allocated space and facilities
- maintenance and security of equipment and facilities
- appointment of all department committees and chairs of committees, unless method of composition is specified by other rules
- solicitation of advice from the faculty
- calling and conducting faculty meetings
- other departmental academic and administrative duties as may be assigned by the Dean of the College.

In addition to the above expectations, department chairs are expected to proactively consult with the Dean's Office and lead the following activities:

- Third-year faculty reviews
- Promotion and promotion and tenure of faculty (T, TT, NTT)
- All department curriculum matters, including the creation of new programs and changes in existing programs to address market trends and needs
- Faculty mentoring and development
- AACSB faculty classifications and advise faculty on how to achieve and maintain the highest classification possible
- Allocation of M&O and other funding to support the department's operations, including faculty development and computer/equipment replacement
- Student success efforts, including learning and career development success such as the creation and management of internship opportunities

9) Graduate Program Directors, Managers, and Coordinators

a) Ph.D. Program Director

In accordance with the University's Handbook of Operating Procedures, 3.6. Graduate Program Directors, <https://www.utep.edu/hoop/section-3/graduate-school-by-laws-of-the-graduate-council.html>

- 1) Provide oversight of the Ph.D. Program with respect to funding, admissions, retention, graduation, and placement;
- 2) Represent the Graduate School and the Program Committee on Graduate Studies in all matters pertaining to the advising of graduate students taking major work in that academic discipline;
- 3) Advise each graduate student on registration, adds, drops, section changes, and special examinations; Maintain a record of each student's work for previous degrees along with copies of registrations and grades in work at the University;
- 4) Refer students to the Graduate School for exceptions;
- 5) Inform students and prospective students about their status, progress, or other graduate study matters, and refer students in appropriate instances to other faculty members for advice; and
- 6) Perform additional duties assigned by the relevant Dean responsible for the program, such as participating in program review.

b) Director of the Graduate Business Center

- 1) Is responsible for effectively managing all academic programs held at the Graduate Business Center, outlining policy, program, or operational changes to be implemented
- 2) Coordinates activities to effect operational efficiency and economy
- 3) Serves as an advisor to potential and existing graduate students: directs, coordinates, manages, and supports Program Managers with academic program admissions and degree completion plans for all enrolled students at the GBC
- 4) Develops, implements, and provides training policies, standards, guidelines, and security monitoring processes in relation to general control, privacy regulations, and development and operation of the UTEP GBC infrastructure
- 5) Ensures technology is up-to-date and functional for all courses delivered at the GBC
- 6) Develops and maintains a marketing plan and budget every academic year
- 7) Develops and maintains a student recruitment plan and budget every academic year
- 8) Develops and fosters industry partnerships and collaborations to provide GBC students with networking, community service opportunities, entrepreneurial activities, experiential learning projects, internships, and placement
- 9) Reviews and approves documentation relating to projects or events and needs specific to assigned area(s)
- 10) Determines budget objectives for GBC academic programs; analyzes academic and material needs and develops current and long-range plans for purchases, requests, expenses, equipment, and supplies
- 11) Understands and promotes the department's role in accomplishing the University's mission
- 12) Creates professional development workshops, guest speaker series, and networking events to supplement the academic curriculum for UTEP GBC students
- 13) Conducts market analysis and attends conferences to assess graduate education trends and identify areas for program growth and innovation
- 14) Compiles and submits reports as management, state, local, and federal regulatory agencies require
- 15) Supports Program Managers with the planning and execution of student Hooding Ceremonies

- 16) Works with Program managers, coordinators, and Department Chairs to support course scheduling and the creation of all courses delivered at the GBC
 - 17) Supports Program Managers and Faculty to launch Faculty-Led Programs
 - 18) Participates in policy committees, professional training, industry conferences, and conventions.
- c) Ph.D. Program Manager: The Ph.D. program manager administers PhD program functions: including recruitment, marketing, admissions, orientations, registration, performance evaluations, defenses, program surveys, and data management.
 - d) Master of Accountancy Program Coordinator: The faculty coordinator of the MAcc program is responsible for the administration of the program, including recruitment, admissions, academic advising, curriculum, and assessment.
 - e) MS in Economics Coordinator: The coordinator for the MSEcon program is responsible for the administration of the program including recruitment, admissions, academic advising, and assessment.
 - f) GBC Staff: The GBC staff is responsible for administration of the UTEP Graduate Business Center and all programs offered at the GBC; activities include recruitment, admissions, academic advising, international research courses, professional development programming, and corporate engagement projects.

Professional Staff: College Support, Centers and Institutes, Academic Departments

The College's Professional Staff is central to the successful delivery of our academic programs. Staff is grouped into the following programmatic and operational areas:

Undergraduate Program Office: This staff is charged with management of undergraduate advising and community outreach/recruitment programming. This group includes a director, assistant director, academic advisors, and administrative support.

Student Success: This staff is charged to support the college's efforts to deliver programs that prepare students for academic and career success. The staff includes three student success managers and Hunt College ambassadors.

College-wide Support: This group is charged with general administrative and financial duties for the College, IT support, alumni and external relations, student professional development and corporate engagement, and staff management/development.

Centers and Institutes:

- Border Region Modeling Project
- Hunt Institute for Global Competitiveness
- Center for Free Enterprise
- Center for Family and Small Business
- Center for Multicultural Management and Ethics

Academic Departments:

Accounting and Information Systems

Economics and Finance

Marketing, Management and Supply Chain