

Title: #IV-13B. Division Dean Position Description/Terms of Employment

Date: January 23, 2024 (replaces version dated November 8, 2017)

POSITION DESCRIPTION

General Responsibilities

The dean is a 12 month (July 1 – June 30) administrative officer of the division and is expected to provide both academic and administrative leadership to the division.

Specific Responsibilities

I. Academic Program Leadership

- Plans instructional programs of the division designed to meet the mission of the college
- Develops class schedules and faculty teaching assignments
- Responsible for program and faculty evaluation and is accountable for the success and viability of programs
- Responsible for course and curriculum development
- Coordinates textbook and course materials adoptions
- Develops and implements divisional student outcomes assessment plan and participates in development and maintenance of college wide plan, and implements in the division
- Uses student outcomes assessment data and other information to enhance student success in divisional courses and programs and ensures completion of required annual, five year or other program reviews of the division.
- Investigates, plans and recommends new programs appropriate to the mission of the college
- Works with the Vice President for Academic Affairs, the Success Epicenter, and other divisions to enhance and improve student retention and completion in the division

II. Administrative Responsibilities

- Selects and employs adjunct faculty

- Directs the selection of full-time faculty members
- Represents the division both within and outside the college
- Develops division's annual budget requests
- Monitors division's budgets effectively and efficiently
- Initiates and guides initiative planning for the division and inter-relationships with the academic area
- Coordinates and evaluates the work of all faculty in the division
- Develops and maintains operational procedures for the division to carry out day to day functions
- Schedules and conducts divisional faculty meetings, at least monthly
- Disseminates institutional and academic area information to members of the division

III. Faculty, Student and Staff Development

- Assists all faculty in areas of need (such as teaching strategies, testing and course development)
- Encourages and develops a faculty & staff development program
- Conducts faculty and staff performance reviews
- Participates in and supports college policies, programs and activities designated to enhance student academic success and goal achievement

IV. Teaching and Academic Advising

- Teaches an expected load of 3 credit hours each fall and spring terms; any exceptions will require justification and advance approval of the Vice President for Academic Affairs
- Advises students as assigned pertaining to dean's faculty role and responsibility. Works with the Professional Advising Center to transition students from professional advising staff to faculty advising. Ensures advising is accomplished in compliance with institutional policies, procedures, and practices.

V. Other

- Carries out assignments and other responsibilities assigned by the Vice President for Academic Affairs. Meets regularly with the Vice President for Academic Affairs to discuss issues, concerns, strategies, opportunities and options for the division
- Where appropriate, coordinates specific programs with outside agencies or groups and develops working agreements
- Where appropriate, coordinates specific program accreditation activities and actively participates in institutional accreditation

Has responsibility for developing and maintaining specific activities for the division.

TERMS OF EMPLOYMENT

Qualifications

Strong managerial, communications and academic leadership skills are required. An understanding of both the division's and college's policies and mission is essential.

Appointment

The position of dean reports to the Vice President for Academic Affairs. The position of dean is a stand-alone position specifically created to act as a hybrid supervisory position containing both faculty and administrative responsibilities.

Final verification of the appointment is made by the President in consultation with the Vice President for Academic Affairs.

Termination of an appointment is a prerogative of the Vice President for Academic Affairs with final verification by the President. Upon the termination of the dean appointment, a faculty member is eligible to return to a regular faculty status contingent upon a position in the discipline(s) being available and the needs of the division.

Position Salary

The Dean's annual salary will be determined based on departmental factors, the selectee's formal academic credentials, and prior academic and/or instructional experience. There is no stipend assigned to this position.

A separate accounting of the regular faculty salary will be maintained. If the Dean is eligible for and does resume an exclusive regular faculty status, the salary will be the nine-month salary that exists at the time of returning to regular faculty status.

Performance Review

An annual performance review will be conducted of the division dean by the Vice President for Academic Affairs.

Each year the respective faculty of the division will be given the opportunity to assess the leadership and effectiveness of the division dean. This feedback will be received by the Vice President for Academic Affairs and discussed between the division dean and the Vice President for Academic Affairs. The Vice President for Academic Affairs will include the faculty assessment in the annual performance review of the division dean.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242