

JOB TITLE: Dean of Arts & Sciences (formerly Instruction)

DEPARTMENT: Instruction

LOCATION: Union Campus

REPORTS TO: Vice-President of Academic Affairs

FLSA: Exempt

LEVEL: TBD

DATE: 8/26/19; 03/01/2017

POSITION SUMMARY: The Dean of Instruction will assume primary responsibility for the supervision and evaluation of all academic programs, personnel, and other areas designated by the Vice-President of Academic Affairs. The Dean of Instruction fosters, supports and enhances a student-centered academic environment which frames the Colleges mission and vision at the forefront of decision-making. The Dean of Academic Affairs is responsible to the Vice President of Instruction and has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional and academic programs.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of a Master's degree in an academic discipline, higher education administration, or a related field; **AND** five (5) years of full-time teaching experience, preferably at a community college, **AND/OR** academic administration experience; including three (3) years of progressively responsible experience directly related to academic administrative tasks (e.g. Division Chair, Director, Associate Dean).

POSITIONS SUPERVISED: Full-time faculty, adjuncts, division chairs, program coordinators and staff assigned to the division.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Develop and deliver credit programs consistent with the mission and goals of the institution.
- Provide innovative leadership for all academic programs including evaluation of existing programs, new programs, and curriculum development.
- Provide innovative and insightful leadership to the academic community and strengthen partnerships with institutions, organizations, businesses, and individuals that enhance the College's reputation and academic ties to the ECC community.
- Provide leadership for the assessment and evaluation of academic programs, student learning, general education outcomes and faculty performance.
- Facilitate the development and offering of new courses, educational programs, and instructional resources in response to interests and needs of the communities served.
- Evaluate faculty, designated staff and overall educational effectiveness of instructional programs at all locations.
- Prepare course schedules and coordinates the assignment of facilities at all locations.
- Form articulation agreements and cooperative educational programs.
- Recruit, recommend for hire, and supervise all full and part-time faculty.
- Interpret and administer College policy with respect to faculty load and scheduling. Provide leadership in the development, revision and interpretation of curriculum, academic programs, catalog and course information.
- Provide leadership in generating staff development opportunities for faculty and staff.
- Provide assistance in orientation, and evaluation of adjunct faculty in appropriate disciplines.
- Evaluate the performance of faculty and classified personnel in assigned areas of responsibility.
- Prepare and monitor administrative budgets and expenditures in consultation with division chairs.
- Assist in the coordination of fall, spring, summer scheduling and staff assignments for all areas of responsibility.
- Provide instructional leadership for assigned academic departments and work with department chairs in curriculum maintenance and development in areas of responsibility.
- Act as a liaison with District, State, and federal governing bodies regarding College programs and practices.
- Develop program goals and objectives and monitor outcomes.
- Chair institutional committees.
- Other duties as assigned by the Vice President, Academic Affairs.

NOTICE OF NON-DISCRIMINATION: *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or hrnotice@eastcentral.edu.*

