

JOB TITLE: Dean of Arts & Sciences

DEPARTMENT: Academic Affairs

LOCATION: Union Campus

REPORTS TO: Vice President of Academic Affairs

FLSA: Exempt

LEVEL: 207

DATE: 4/17/20; 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 (Ed.D or Ph.D) 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.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all duties are conducted within the established College policies, state policies, FERPA guidelines and other applicable laws pertaining to employment and education.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; understand ECC student population and its related needs; know and understand the college's general education program as well as other related curricula; understand the purpose of a developmental program of studies and its ability to advance student learning; the applicability of assessment data; accrediting agencies and their needs; the unique relationship between the college and community; the needs of the student population. Know a certain amount of accrediting, hiring, and other statutory policies. Know college policies. Know and understand the college budget and related processes; thorough knowledge and understanding of the community college mission.

Ability to manage large numbers of faculty and staff with varying experiences, needs and wants; the ability to assess situations and react with the appropriate level of intervention or attention; ability to organize, plan and conduct various campus and off campus events; to effectively conduct faculty interviews and evaluations; to manage conflict effectively; to apply appropriate perspective to situations; to prioritize conflicting demands on time and person; the ability to see the connectedness of instruction to other operations at the college; the ability to assess student situations and intervene as needed; the ability to assess individual's strengths and weaknesses and match with campus needs; the ability to apply creative solutions to the multitude of daily situations which arise. The ability to move from task to unrelated task seamlessly; the ability to understand the diverse demands placed on this office.

LEADERSHIP and COMMUNICATION SKILLS: Formulate and issue policies, procedures, and instructions; responsible for long- term planning within an agency, department or division; provide leadership, management and team building; effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others; communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solution; effective communication skills, both oral and written including the development and implementation of complex proposals and presentations; use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues; understand and implement shared governance, and collaborative decision-making processes within and across division/department lines; effect innovative solutions to management and operational issues.

DECISION-MAKING and ANALYTICAL SKILLS: Decision-making is the primary aspect of the job, affecting organization, related organizations, and major segments of the general population; Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds.

EQUIPMENT/SOFTWARE: Utilize current College and/or department information technology equipment, software and programs; standard office equipment and office machines such as telephones, fax machines, or copiers and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook). Utilize College's LMS and Ellucian.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the colleges.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

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

SIGNATURES: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

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.*