



JOB TITLE: Academic Dean- Liberal Arts and Sciences
CLASSIFICATION: Exempt **UNIT:** Professional Staff
DATE: 01/14/2013 **REVISION DATE:** 01/22/19
GRADE: 130
REPORTS TO: Vice President for Instruction

TYPE OF SUPERVISION GIVEN TO OTHERS: Direct supervision of the Instructional Chairs of English and Reading; Communication, Humanities and Languages; Mathematics; Natural Science and Engineering; Psychology and Sociology; Social Sciences; and College Experience and Success. Also provides direct supervision for the Science Laboratory Technician and Academic English as a Second Language Program Coordinator.

GENERAL RESPONSIBILITIES: The Academic Dean is a front line leader of the College, and a member of the Dean's Council. Academic leaders are the facilitating link among faculty members, staff, students, college leadership, and external constituencies. All activities and roles of the Academic Dean aim at furthering the best interests of BHC students to focus on student success, diversity, and institutional sustainability.

The Dean promotes academic achievement and learning consistent with established educational objectives, fiscal responsibility, accreditation standards (individual and college-wide), and the college mission, vision and strategic priorities.

The position involves significant discretion and substantial involvement in the interpretation and implementation of Black Hawk College administrative guidelines.

DESCRIPTION OF ESSENTIAL DUTIES:

1. **Provide instructional leadership for the College.**
 - a. Promote and support effective teaching and learning in the areas of assessment of student learning, faculty development, curriculum development, instructional technology, instructional design and online learning.
 - b. Identify, collaborate with, and support suitable internship and supervised occupational learning sites.
 - c. Promote a positive environment for teaching and learning.
 - d. Identify and deliver academic program improvements through employing process.
 - e. Oversee the implementation of assessment procedures.
 - f. Coordinate academic program accreditation activities including applicable, accreditation site visits. Collaborate with the HLC liaison to prepare reports for accrediting bodies as needed.
 - g. Cultivate relationships with business and industry focusing on the college's ability to serve students and businesses. Recommends the appointment of members of citizen advisory committees. Coordinate the planning of program Advisory Committee meetings and participate in all meetings.
 - h. Collaborate with the Vice President of Instruction in the identification and selection of new programs to meet market needs.

- i. Work collaboratively with other college deans to provide appropriate courses in support of college programs and to advance the college's mission.
 - j. Seek out and utilize data sources and strategies to inform program level decision making. Provide statistics and research guidance to department to aid in data-informed decision making.
 - k. Keep abreast of national, state, and programmatic trends, issues, legislation, and political action impacting program accreditation and operations.
 - l. Recommend, and implement BHC administrative guidelines.
- 2. Provide leadership for the College's liberal arts and sciences programs through the management of credit and hourly course and or program offerings.**
- a. Lead curriculum development, implementation, evaluation and revision which is responsive to practice, student needs, employers needs and meets accreditation standards.
 - b. Promotes the success of programs across sites
 - c. Review enrollment patterns, cost/benefit information, employment statistics and other data to identify class schedule opportunities, issues, program development, and needed changes.
 - d. Implement a student-centered strategic course schedule. Schedule courses and design programs which meet the needs of the students applying a fiscally-disciplined approach to faculty credit loads with alignment to the faculty contract. Monitor faculty instructional loads and schedules
 - e. Support the College's online programs, customized training, adult basic education, and K-12 partnerships. In collaboration with the Dean of Enrollment Management, develop dual credit and concurrent enrollment partnerships with area school districts. Develop, maintain, and promote articulation/transfer agreements with four-year colleges/ universities.
 - f. Collaborate with the office of Marketing and Public Relations to promote academic programs and course offerings.
 - g. Maintain accessibility and an open-door policy with students and staff on academic issues/ concerns. Take appropriate action to resolve issues of concern.
 - h. Provide conflict resolution, mediation, and negotiation of student, staff, and faculty concerns, complaints, maintaining accessibility and an open-door policy and oversee student appeal process.
 - i. Conduct evaluations of instructional staff and program review of all programs.
- 3. Faculty/Staff Leadership/Management**
- a. Hire, supervise, evaluate and develop faculty at multiple locations
 - 1. Analyze data and provide rationale new or replacement positions
 - 2. Foster strong working relationships among faculty and open lines of communication encompassing multiple college campuses.
 - 3. Provide leadership and support to department chairs and departments to ensure all are working collaboratively towards College goals.
 - b. Responsible for verifying all faculty credentials including tenure track and term contract full-time faculty, and adjunct faculty (including high school dual credit faculty).
 - c. Hire, supervise, provide work direction, training, and mentoring, evaluate performance, response to grievances, address concerns, recommend tenure, promotion, and take corrective action when performance needs improvement.
 - d. Administer applicable labor contracts and/or plans fairly and equitably.
- 4. General Administrative Duties**
- a. Participate in College planning and budgeting processes. Identify, communicate, and monitor grant, capital, and instructional expenditures.
 - b. Build and maintain partnerships with the community.
 - c. Develop and manage financial and other resources including writing grant proposals and soliciting other sources of funding

- d. Maintain knowledge of BHC financial policies and procedures assuring compliance within realm of responsibility.
- e. Manage program budgets, review and revise budgets, contain costs and authorize department purchases.
- f. Maximize use and safety of instructional facilities. Applies strategies which improves facility utilization in instructional spaces. Ensure instructional lab facilities meet compliance standards and reflect best practices.
- g. Provide leadership through representation on college committees.
- 5. Enforce and implement equal opportunity and affirmative action policies, procedures and programs as appropriate to academic leadership.**
 - a. Demonstrate commitment to diversity and inclusion. Support the college's affirmative action plan and initiatives. Assure that all Equal Opportunity/Affirmative Action policies, plans, and procedures are complied with and implemented.
- 6. Other duties as assigned**
 - a. Serves as a Campus Security Authority
 - b. Assists academic departments and administration in the development of College publications such as catalogs, fact sheets, and handbooks.
 - c. Serves on contract negotiation teams as assigned.
 - d. Perform other functions, at the direction of the President and/or Vice President of Instruction, as needed for the benefit of student and the college.

OVERALL ACCOUNTIBILITIES:

- a. Demonstrates Black Hawk College core values.
- b. Accuracy, efficiency, and timeliness of work.
- c. Commitment to ethnically and culturally diverse learning environment and workforce.
- d. Ability to work with co-workers.
- e. Ability to communicate effectively with employees, students, vendors, and general public.
- f. Maintains confidentiality of records and information.
- g. Maintains an ongoing working knowledge of Board Policies, bargaining agreements, faculty handbook, and Administrative Guidelines.
- h. Maintains working knowledge of all job related modules in the Banner Finance and Student system.

PRINCIPAL WORKING RELATIONSHIPS:

- a. Works directly with the Vice President for Instruction
- b. Works cooperatively with faculty and staff
- c. Works collaborative with the Executive Director of Planning & Institutional Effectiveness/ HLC Liaison.
- d. Works directly with other Deans
- e. Develops coalitions and partnerships with K-12 education schools, 4- year institutions and other community colleges.

EDUCATION AND EXPERIENCE: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.)

- a. An earned Master's degree or higher from an accredited institution required. Doctorate preferred.
- b. Minimum of five (5) years of college-level teaching experience required, preferably in a community college.
- c. Minimum of one (1) year of experience in management of higher education academic programs including program development, class scheduling and faculty loading, project management, and implementation of academic policies required.
- d. Evidence of financial resource acquisition and multi-budget management required.
- e. Experience with student database required (e.g. Banner, PeopleSoft, Datatel, etc.).
- f. Experience in implementation of collective bargaining agreements preferred.

The above statements reflect the general details necessary to describe the principle functions of the described job; it is not an all-encompassing statement of all the work requirements that may be necessary to perform the job.

