



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: 11/09

POSITION TITLE: **Dean, Liberal Arts**

ORGANIZATIONAL UNIT: Academic Services

EEO:

REPORTS TO: Provost and Vice President
Academic Services

GRADE: S15

GENERAL DESCRIPTION

The Dean is responsible for the academic, administrative and fiscal management in a learner-centered, community college environment. This position encompasses the general education foundation disciplines including communications, social science, humanities, history, diversity, and ethics. The Dean must have a record of effective teaching, a commitment to diversity, and strong leadership skills. The Dean will ensure the academic integrity of all educational programs through commitment to shared decision-making, quality teaching and effective outcomes assessment. The Dean will support faculty teaching and service and will participate as an active member of the college and county communities. Flexible hours are required.

DUTIES

1. Leads the delivery of learner-centered academic instruction for the division, regularly monitoring and analyzing divisional outcomes data to assure effectiveness, efficiency and continuous program improvement.
2. Promotes and supports the value of diversity and cultural sensitivity in all aspects of learning and teaching.
3. Supports students as a participant in advisement, student appeals, committee work associated with student issues, and other emergent processes and circumstances.
4. Works with faculty, administrative colleagues and cabinet members to ensure coordination of college-wide strategic planning initiatives and goals.

5. Supports faculty efforts associated with curriculum development, outcomes assessment, institutional effectiveness, technology integration, pedagogy, and collaboration.
6. Assures that all divisional faculty and staff receive regular and formal performance feedback as well as opportunities for professional growth.
7. Assures the safe and efficient operation of college science laboratories, including compliance with local, state and federal safety regulations.
8. Manages and regularly monitors the division budget, assuring that strategic goals are addresses through resource allocation and expenditures.
9. Participates in the processes associated with the recruitment, selection, hiring, orientation, contract renewal, and tenure recommendation (if applicable) for all divisional faculty and staff.
10. Manages course delivery, logistics processes, scheduling, and administrative systems operations associated with programs and courses.
11. Participates in college-wide marketing, public relations, and community outreach activities associated with liberal arts and sciences programs.
12. Administers, implements, and interprets for faculty and staff the college's policies, rules, and regulations as they apply to the division.
13. Maintains a high level of expertise through participation in approved professional development activities and regular review of professional information resources.
14. Provides regular and periodic data and reports for administrative consideration as requested.
15. Administers the negotiated agreements applicable to divisional faculty and staff.
16. Demonstrates effective experience with reaccreditation and knowledge of Middle States Association process.
17. Familiarity with learning outcomes assessment.
18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- At least five years of effective teaching experience
- Master's degree in a liberal arts discipline; doctorate preferred
- Directly applicable supervisory and administrative experience in an educational institution
- Strong leadership skills, including the ability to communicate the vision of the college to a diverse audience

SUPERVISES

Faculty

Adjunct faculty

Full-time and part-time support staff assigned to division