

Dean of Arts & Sciences

Division	Instructional Services	Department	Arts& Sciences Division		
Classification	Curriculum Faculty	Revised	April 2003		
Supervisor	Vice President for Instructional Services	Position #		Job Class	

Statement of Primary Purpose

Provide leadership and fulfill administrative, instructional, and coordinative duties in the Arts & Sciences division. Includes coordination of day, evening, weekend, off-campus, and online course work for the division.

Classification

Curriculum staff, full-time, exempt.

Essential Functions and Responsibilities

Management of general education and college transfer components of the college:

- Promote an environment conducive to learning and maintaining high standards in all classes
- Coordinate the development of new class offerings
- Review the development of course competencies
- Monitor methods of assessment in the program and courses
- Maintain program publications
- Participate in marketing activities
- Administer academic policies and procedures
- Ensure the development of appropriate course outlines and syllabi
- Monitor the currency of instructional resources
- Promote the development of innovative instruction
- Monitor and coordinate the development of the schedule
- Review and approved textbook adoptions
- Keep current on changes in the Comprehensive Articulation Agreement and communicate those to divisional advisors
- Maintain an effective and productive relationship with Western Carolina University, as well as other universities and colleges where our students may transfer
- Coordinate with other instructional areas and the appropriate deans to ensure the Arts & Sciences division is meeting their students' needs in general education courses

Facilitate program review and planning process:

- Assist faculty in establishing and executing short and long term program goals
- Participate in data gathering, interpretation, and evaluation activities
- Collaborate with faculty in periodic reviews of planning and goal attainment
- Revise and update curriculum

Provide student related services for Arts & Sciences Division:

- Organize and participate in student recruitment activities
- Participate in student orientation

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- Evaluate transfer and advanced placement credit
- Advise, register, and counsel students
- Evaluate student needs and refer as needed
- Participate in retention development strategies
- Participate in student grievance resolution
- Ensure due process for student disciplinary and appeal issues
- Review graduation eligibility of students
- Provide support for successful transfer of students

Administer faculty and staff operations of Arts & Sciences Division:

- Directly supervise 12 full-time instructors, 40 – 50 part-time instructors, and one staff member (administrative assistant)
- Promote a collaborative work environment
- Promote professional standards and protocol
- Determine staffing needs and establish qualifications
- Participate in recruiting, interviewing, and selecting faculty and staff
- Recruit, interview, and hire all divisional part-time faculty
- Ensure completion of personnel files
- Participate in orientation of faculty and staff
- Assign and monitor workloads
- Identify and procure resources needed by faculty and staff
- Evaluate performance of faculty and staff
- Plan and participate in professional development activities
- Serve as liaison between faculty and staff and administration
- Seek to resolve faculty and staff conflicts
- Approve all leave, travel, and purchase requests of faculty and staff
- Conduct divisional faculty and committee meetings
- Recommend review processes of faculty and staff

Manage budgets for academic programs in the Arts & Sciences Division:

- Collaborate with faculty to project future funding needs
- Request interim and annual program funding
- Allocate and reallocate funds based on departmental, divisional, and institutional priorities
- Authorize purchase of equipment and supplies and maintain vendor relations
- Seek alternative funding sources through grants, donations, and external partnerships
- Monitor expenditures and provide periodic reports to faculty and senior administration
- Verify and submit staff payroll information
- Effectively meet deadlines

Manage supplies and equipment for Arts & Sciences Division:

- Project future needs
- Monitor inventory of supplies and equipment
- Write equipment specifications and communicate with vendors
- Approve supply and equipment orders
- Authorize repair and maintenance of equipment
- Monitor procedures for ensuring security of equipment and supplies
- Conduct safety reviews to ensure safe use of facilities, supplies, and equipment
- Research and evaluate emerging technology

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<p><u>Provide Instruction in an Arts & Sciences Course</u></p> <ul style="list-style-type: none"> Plan and deliver instruction Develop course syllabus and select textbooks and course materials Advise students toward completion of certificate and degree programs 	
Additional Duties and Responsibilities	
<p>Serve on a number of college committees, including the Curriculum and Instruction Committee and the President's Council, and the Instructional Administrator's group.</p> <p>Perform other duties as assigned.</p>	
Minimum Qualifications	
Education	Master's degree in an Arts & Sciences discipline.
Knowledge and Skills	Teaching and administrative experience leading to this level of responsibility. Demonstration of skills in the areas of: communication, organization, and managing multiple priorities; ability to establish and maintain effective working relationships with students, faculty, staff, community groups, and others; and demonstrated ability to work within a collaborative team environment.
Physical Demands	
Licensing Requirement	
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Ability to accommodate a flexible working schedule. Limited travel within service area.	
Equipment Operation	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	