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Region 11
02/05/01

JOB TITLE: DEAN OF ACADEMIC AFFAIRS

CLASSIFICATION: E-4

SUPERVISION GIVEN: Department Chairs
Program Chairs
Full-time Faculty
Part-time Faculty
Clerical Staff
Data Services Technician

REPORTS TO: CAMPUS DEAN

GENERAL PURPOSE AND SCOPE OF POSITION:

Provides direction and leadership to all full-time and part-time faculty and instructional staff.
Provides assurance of excellence and continuity of instruction within the region

DUTIES AND RESPONSIBILITIES:

- ◆ Serve as the administrator for the educational programs of Region 11
- ◆ Supervise Educational planning
- ◆ Develop, in conjunction with Department Chairpersons, a schedule of courses that best satisfy student needs and provides a cost-effective method of instructional delivery
- ◆ In coordination with Department Chairpersons, evaluate faculty classroom delivery methods
- ◆ Assist educational programs to stimulate enrollment, retain students and expand graduation rates
- ◆ Serve as facilitator for the Campus Strategic Plan
- ◆ Provide leadership in curriculum reform
- ◆ Serve as Region 11's primary resource person in the implementation of Tech Prep & School to Work
- ◆ Assist in the development of secondary articulation and dual credit agreements
- ◆ Seek innovative, non-college sources of funding and equipment procurement, including grant programs
- ◆ Serve as Regional Perkins Grant writer and coordinator of Perkin grant activities
- ◆ Represent Region 11 in statewide academic matters

- ◆ Provide for dissemination/gathering of information to/from faculty and staff on matters effecting Region 11
- ◆ Provide leadership in relations with post-secondary partners
- ◆ Develop and implement in services and training for full-time and part-time faculty
- ◆ Oversee the adequate development/provision of distance education courses

EDUCATION AND EXPERIENCE:

Requires an earned Doctorate in any discipline and five (5) years of experience in higher education with a combination of teaching and administrative experience

_____ Reviewed by Employee	_____ Date
_____ Approved by Supervisor	_____ Date
_____ Approved by Campus Dean	_____ Date
_____ Approved by Human Resources	_____ Date