Job Title: Dean for Academic Affairs  
Job Code: 11407

JOB SUMMARY

The Dean for Academic Affairs is responsible for the development and administration of a division of the college’s academic programs and promote the college to public and private organizations.

MAJOR DUTIES

Supervises academic personnel, programs and services;
Ensures the consistent exercise, review and revision of academic policies, procedures, rules and regulations;
Promotes the instructional program to public and private organizations;
Works with Human Resources personnel to coordinate new faculty and staff hires; verifies appropriate faculty qualifications;
Oversees accreditation attainment and continuance activities;
Recommends curriculum changes, program additions and program terminations in the applicable academic division to the supervisor;
Reviews quarterly course evaluations by students;
Reviews staff development plans of division faculty and staff;
Reviews and approves all requests for supplies and materials, including all curriculum materials for the program;
Oversees enrollment and registration processes;
Resolves student complaints and issues;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education
Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Knowledge of state and local academic program curricula
Knowledge of academic course standards
Skill in the delegation of responsibility and authority
Skill in interpersonal relations
Decision making and problem solving skills
Skill in the operation of computers and job related software programs
Oral and written communication skills

MINIMUM QUALIFICATIONS

Master’s degree *and* Three (3) years of related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.