

**GENERAL ADMINISTRATION
DEAN OF LIBERAL ARTS AND DEAN OF APPLIED SCIENCES**

DUTIES AND RESPONSIBILITIES --

The Dean of Liberal Arts and the Dean of Applied Sciences are generally responsible for supervision of instructional personnel and educational programs of the college. Specific responsibilities of the offices are as follows:

1. Act as chief advisor to the Vice-President of Academic Affairs in matters of college policy, particularly in instructional affairs.
2. Formulate educational policies and presents them to the Faculty, the Curriculum Committee and the appropriate Vice-President for consideration.
3. Preside over meetings of the faculty.
4. Direct attention of faculty members to changing educational policy, thought, and practices, particularly as they affect higher education.
5. Supervise curriculum, courses, and methods of instruction, and evaluate instruction.
6. Recruit new faculty members and cooperate with Division Chairs in the nomination of new members for the teaching staff, make recommendations to the Vice-President of Academic Affairs regarding the promotion, demotion, or dismissal of members of the faculty.
7. Prepare reports of various kinds relating to faculty issues.
8. Make recommendations for improvements of the physical plant as it relates to the educational program.
9. Prepare the budget for the appropriate Divisions.
10. Approve requisitions for expenditures.
11. Each semester prepare the schedule of classes in cooperation with the Division Chairs, Associate Vice-Presidents, and Vice-President of Student Affairs for day and evening classes.
12. Approve faculty travel.
13. Meet with Division chairs once a month or as needed.
14. Inspect classrooms and equipment at various times.
15. Approve and follow up on maintenance work orders for faculty members.

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16. Serve on the following:
 - a. President's Cabinet
 - b. Curriculum Committee
 - c. Library Committee
 - d. Faculty Development Grants Committee
 - e. Instructional Long-Range Planning Committee
17. Assist the Vice-President of Academic Affairs with monitoring and evaluation of the progress of the college toward achieving goals and objectives necessary to fulfill the College's mission.
18. Perform other duties as may be assigned by the President.

Minimum Academic Qualifications

- Master's Degree in Curriculum and Instruction or Master's degree and five years curriculum development at the collegiate level.
- Doctorate in a recognized academic discipline from a regionally accredited institution is preferred.
- Two years of full time teaching experience at the college level required.

Other Qualifications

- Evidence of experience in Higher Ed. Administration.
- Evidence of effective human relations skills and ability to relate to internal and external constituencies.
- A vision for strengthening the College's instructional programs and services.
- Experience in providing services to a diverse population.
- Knowledge of the accreditation process and a successful track record of participation in leading a college through reaffirmation of accreditation.