

ASSOCIATE DEAN – COMMUNITY COLLEGE
(ADJUNCT SERVICES, PROFESSIONAL DEVELOPMENT & ACADEMIC OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Vice-President and Dean of Academic Affairs, the incumbent serves as the primary point of contact for adjunct faculty for the orientation, development and ongoing support of academic deans, department chairs, and adjunct faculty candidates during the hiring process and throughout the academic year. Work involves frequent liaison and collaboration with academic deans and faculty to provide leadership and coordinate professional development for all departmental faculty and staff. In addition this position provides support to the Vice President and Dean on all departmental course and event scheduling. Supervision is exercised over subordinate professional and administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and implements an adjunct and fulltime faculty orientation program;

Assists with the development and implementation of College-wide training initiatives for faculty by collaborating with academic deans and staff across campus to determine training needs;

Assists the Vice President and Dean of Academic Affairs in accreditation processes for Academic Affairs programs;

Coordinates the adjunct faculty hiring process with related service departments such as Human Resource, Payroll and the Office Diversity, Equity and Inclusion o ensure efficiency and compliance with all applicable federal and state laws;

Participates and oversees academic course scheduling and faculty workload assignments;

Manages the scheduling process for the use of College facilities for events/meetings both on and off-campus departments and student groups;

Coordinates the adjunct faculty evaluation process to ensure consistent application of evaluative guidelines as well as to ensure all faculty is evaluated on a timely basis;

Works with Associate Deans on a campus-wide basis to develop and implement classroom observation and performance evaluation tracking system plans for adjunct faculty;

Coordinates and leads a plan to design and deliver training opportunities in support of professional enrichment reflective of the goals and objectives of the College, as set forth by the President;

Collaborates with division deans on training needs, classroom management activities, etc. as identified by department chairs through the classroom observation process;

Works with faculty leadership in updating the adjunct and full-time faculty handbook;

Oversees academic course scheduling and faculty workload assignments to ensure equitable distribution and coordinate changes as necessary;

DESIRED SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate Federal, State and local laws, rules, regulations, policies, and procedures related to administration of education and training programs; thorough knowledge of the principles and techniques of supervision and decision making; thorough knowledge of program development, implementation and evaluation; good knowledge of business and government; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify problems, formulate and implement solutions; ability to evaluate the performance of personnel; ability to establish and maintain effective professional relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; leadership; sound professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Master's Degree* and seven years of experience in the planning and development of training programs, personnel administration, or human development including three years in an administrative/supervisory position.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.