



Connecticut State Community College
Job Description
Campus Associate Dean of Faculty

Classification:
Manager 2

Approved: 4/18/22
FLSA: Exempt

Job Summary:

The Campus Associate Dean of Faculty, reporting to the Campus Dean of Students and Faculty, collaborates with and assists the Dean of Students and Faculty with the determination of campus-based faculty responsibilities, classroom management concerns, implementation of student success strategies, and coordination of classroom and laboratory space. The Associate Dean serves as a member of the Campus Management Team and collaborates with the CT State Assistant/Associate Academic Deans, and Academic Deans of Program Areas.

Supervision Exercised:

The Campus Associate Dean of Faculty works under the direction of the Dean of Student and Academic Affairs, supporting the day-to-day campus management of full and part faculty members. The position supervises professional, technical, and support staff in performing the administrative, laboratory, and technology work of the campus.

The position is required to have extensive collegial and collaborative relationships with administrators, faculty, and staff within CT State Community College, and to interact successfully with a number of outside constituencies such as employers; faculty, and staff of high schools and baccalaureate institutions; and members of the community. The incumbent is expected to work well with students and to collaborate with academic and student services departments to contribute to the advising, retention, and success of students. The incumbent is expected to represent the campus and CT State Community College in a positive manner.

Major Accountabilities

The Campus Associate Dean of Faculty has a role to provide assistance to the Dean of Students and Faculty in areas of academic administration. The Associate Dean of Faculty is accountable for assuring the successful conduct of the campus' programs and for the optimum learning outcomes of its students through effective performance in these essential functional areas:

- Assisting and supporting the Dean of Students and Faculty.
- Local campus-based academic administration
- Campus academic resource management
- Supporting student relations.

Examples of Duties:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. The Dean of Students and Faculty and/or the Chief Executive Officer may assign other duties consistent with the general scope of the position.

- A. Academic Administration: Working in collaboration with CT State Assistant/Associate Academic Deans and Academic Deans of Program Areas, the Associate Dean of Faculty is accountable for ensuring the academic operations at the campus are carried out efficiently and effectively. This accountability includes such essential tasks as:
 - Supervising campus academic support staff according to the programmatic needs of the campus
 - Ensuring that the campus academic schedule is operational and that all faculty are able to deliver their classes effectively and in the appropriate classrooms;

- Ensuring that classes are taught within the parameters outlined by the approved course syllabus.
 - Providing input to the college's academic leadership on the scheduling of classes and assigning of classrooms at the campus;
 - Responding to student issues with instructors, including but not limited to course/college policies, conduct, grade appeals, etc., in collaboration with the relevant academic unit leadership;
 - Conducting instructional observations of full-time faculty;
 - Contributing to full-time faculty evaluations;
 - Providing Additional Responsibilities feedback for campus initiatives;
 - Approving campus faculty timesheets.
- B. Academic Resource Management: The Associate Dean of Faculty is accountable for assisting with management of campus facilities, equipment, technology, and other academic resources needed to carry out the College's mission. This accountability includes such essential tasks as:
- Assessing campus academic resource needs, including lab staffing, facilities, equipment, and supplies;
 - Identifying and securing internal and external funding opportunities that support the campus activities, as appropriate;
 - Assisting with developing and managing classroom assignments;
 - Assisting with arranging for materials and supplies needed for the academic operations;
 - Purchasing and deploying equipment and facilities which are appropriate for the campus' teaching responsibilities and assuring their efficient and effective use.
- C. Student Relations: The Associate Dean of Faculty is accountable for contributing to the attraction and retention of students to each campus' academic programs and their successful academic performance in the programs. This accountability includes such essential tasks as:
- Working with the Campus Dean of Students and Faculty and college Enrollment Management staff to recruit students to the campus' programs through presentations, meetings, fairs, and conferences;
 - Directing students to local tutoring and advising programs for academic support;
 - Referring students to appropriate resources such as guided pathway advisors, job placement advisors, faculty advisors, and College or community services.

Qualifications:

Incumbents must possess a proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams, etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Ability to work with multiple constituencies in support of a culturally and ethnically diverse workplace;
- Planning, developing, and evaluating academic resources;
- Leading and directing human resources in a higher education environment;
- Management of classroom operations and room assignments;
- Strong information technology literacy skills;
- Organizational and administrative skills;
- Highly developed interpersonal skills.

These skills and abilities typically are acquired through a combination of education, training, and experience which would include a minimum of a Master's degree in an appropriately related academic discipline is required and two or more years of administrative and managerial experience in higher education including supervisory experience.

Work Environment:

Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.