



Job Description
Campus Dean of Students & Faculty

Classification:
Manager 3

Approved: 7/2/21, Revised 6/14/22
FLSA: Exempt

Job Summary:

The Campus Dean of Students and Faculty is responsible for managing day-to-day operation of the academic and student services functions of the campus, in close collaboration with all of the CT State Community College Associate Vice-Presidents for each academic and student services functional area. The Campus Dean of Students and Faculty, through collaborative work with CT state Community College administration, ensures that all classes and campus services are operating effectively and develops strong collaborative relationships with all faculty and staff at the campus. By working closely with the Associate Dean for Campus Operations, they shall jointly ensure that students are able to access all academic buildings and services necessary to support student success at the campus.

The Campus Dean will also oversee and manage the following campus functions:

- All student conduct matters, supervising the campus conduct officer.
- Campus Title IX matters involving students, supervising the Title IX Deputy Officer for the campus
- Convene and coordinate the campus Behavioral Interventions and facilitate all initial investigations in conjunction with the college central administrative designee.
- Convene and coordinate the campus Sexual Assault Response Team (SART), Campus Response Team (CRT) and facilitate all initial investigations in conjunction with the college central administrative designee.
- Lead the process for individuals on the SOR (Sex Offender Registry) seeking to attend classes at their campus (or virtually) for the first time and compliance of existing students seeking to continue their academic studies on campus (or virtually).
- Student Activities, supervising the Director of Student Activities.
- Student Government.

The Campus Dean will collaborate with central administrative staff to ensure that the needs of the students on the campus are met for the following functions:

- Interface with the CT State academic Associate Deans and Areas of Study Deans relating to classes that fall within that academic unit, ensuring that classes are taught within the parameters outlined by the approved course syllabus.
- 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.
- Access to admissions, onboarding registration and financial aid.
- Student Success programs including academic advising, career services and Veterans' Affairs.
- Student Support programs including but not limited to activities to address food and housing insecurity, mental health and childcare.

Supervision Exercised:

This position reports directly to the Campus Chief Executive Officer (CEO). The Campus Dean of Students and Faculty may supervise an Associate Dean of Students & Faculty, at the campus as well as the Campus Title IX coordinator, an administrative support position and the Campus Director of Student Activities and other similar positions. In addition, EMSA campus-leads and Wrap-Around Services leads will have a dotted line responsibility to this position.

Essential Duties:

The following examples of duties and accountabilities illustrate the general range of responsibilities assigned to the position but are not intended to limit the required duties. Other essential duties may be assigned consistent with the general scope of the position.

- **Academic Administration:**
 - Ensuring that the campus academic schedule is operational, and that all faculty are able to deliver their classes effectively and in the appropriate classrooms.
 - Provide input to the college's academic leadership on scheduling of classes and assigning of classrooms to all full and part-time faculty at the campus.
 - Handle all issues that students have with their classes and instructors, responding to any issues in a timely and responsive manner.
- **Hiring, evaluation and professional development:** The Campus Dean of Students and Faculty is accountable to the CEO for the assessment of hiring needs within the campuses as well as the direction of recruitment, evaluation, and ongoing support of all administrative staff at the campus with the assistance of all Associate deans.

This accountability includes such essential tasks as:

- Identify staffing needs consistent with CT State mission and goals.
 - Provide support in recruiting, hiring, evaluation, and retention of quality administrators and academic and student support staff.
 - Work collaboratively with program coordinators, discipline leads and all full-time faculty to ensure sufficient qualified part-time faculty are available and prepared to teach in their assigned classes.
 - Ensure appropriate search processes are completed prior to recommending administrative and academic staff to the CEO.
 - Model and communicate appropriate standards of professional and pedagogical competence in accordance with CT State and CSCU policies and regional/national accreditation standards.
 - Collaborate with the Office of the Associate Vice President of Teaching and Learning to assure relevant and evidence-based on-going professional learning opportunities.
 - Develop orientation and training activities.
 - Encourage participation in relevant disciplinary and higher education associations and conferences.
 - Ensure required credentials and/or licensure, where applicable.
- **Student Support Services:** The Campus Dean is accountable for the direction of activities that support student development and implementation of all compliance policies and processes. This accountability includes such essential tasks as:
 - Work collaboratively with all campus student support staff to ensure that all campus operations and processes are followed and that students get the support that they need.
 - Ensure that all student activities, campus events, student government activities, etc. follow the approved policies of the Board of Regents and CT State Community College.
 - Support the campus Associate Deans, faculty, and academic staff in developing campus programming that supports the mission of the College.
 - Serve on CT State and CSCU committees, as appropriate.
- **Fiscal Responsibilities:** The Campus Dean is accountable for fiscal planning related to campus activities and strategic needs of the campus. This accountability includes such essential tasks as:
 - Participate in budget development and when appropriate, approve campus budget items for associated campus expenses.
 - Analysis of resource needs, including staffing, facilities, equipment, supplies, and assessment and evaluation activities.
 - Develop both short- and long-term budgetary projections.

- Monitor expenditures and assure they are within budgetary parameters.
 - Compile budgetary reports to the CEO and work collaboratively with budget managers across the organization.
 - Identify internal and external funding opportunities that support the campus activities, as appropriate.
 - Advocate for resources, at the state and national level, including but not limited to:
 - Provision for campus faculty development opportunities
 - Equipment, materials and supply acquisition
 - Technology upgrades
 - Assures compliance of all applicable laws, rules, regulations and restrictions related to assigned student supportive services, programs and activities.
 - Assures that the highest legal and ethical standards are maintained and clearly communicated.
- **Student Relationships**: The Campus Dean is accountable for building and ensuring a safe and educational campus climate and for assuring that students have all appropriate resources available in order to successfully complete their academic program. This accountability includes such essential tasks as:
 - Assure fidelity with existing policies and procedures in support of students.
 - Collaborate with Enrollment Management and Student Affairs leadership and staff in recruitment and retention initiatives.
 - In collaboration with the CT State Associate Vice-Presidents of EMSA, oversee assessment of student support areas.
 - Collaborate with all relevant stakeholders to develop programs to support equitable student success and completion, including assessment of both academic and non-academic needs.
 - **Community Relationships**: The Campus Dean is accountable for developing and maintaining connectivity between the Campus and the community, state, and national organizations. This accountability includes such essential tasks as:
 - Work alongside the CEO to maintain existing partnerships and community relationships as well as establish new collaborative working relationships with community organizations, business and industry partners and educational institutions relevant to the Campus programs; proactively promotes innovative partnerships to meet workforce and transfer needs.
 - Attend state-wide community, workforce and educational partner meetings, as appropriate.
 - Collaborate with all Area of Study Deans and the CSCU Office of Transfer and Articulation to develop and implement articulation agreements.
 - Maintain working knowledge of national initiatives and professional organizations relevant to Student Affairs.
 - **Public Relations**: The Campus Dean will support the campus CEO in maintaining community connections, communicating events information and coordinating campus activities that are open to the general public.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. 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:

The Campus Dean is required to possess:

- A Doctoral degree is preferred; a minimum of a Master's degree in an appropriately related academic discipline is required.
- Four or more years of administrative and managerial experience in higher education including two years of supervisory experience.

It is preferred that the Campus Dean have knowledge and qualifications in many of the below areas:

- Evidence of knowledge and skills in the development and implementation of student conduct matters.
- Classroom and/or laboratory teaching effectiveness.
- Planning, developing and evaluating academic and student services and programs.
- Relevant experience in associate degree education and demonstrated understanding of a comprehensive community college.
- Experience and working knowledge of regional and specialized accreditation standards relevant to campus programming.
- Leading, directing and evaluating student support staff in a higher education environment.
- Management of operating budgets and plans.
- Research, information and computer literacy skills, including but limited to:
 - Development of databases in support of outcomes assessment
 - Data analysis and interpretation
 - Evidence based decision making
- Proven leadership ability and demonstrated ability to effectively collaborate with diverse range of stakeholders.
- Sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College community, including those with disabilities.
- Effective at operating in a matrixed environment with teams from other areas within the college
- Proven success at problem solving.

These skills and abilities typically are acquired through a combination of education, training and experience.

Work Environment

The Campus Dean will be required to travel to the campus and other sites within the CT State Community College, including the College Central office. The position requires the ability to drive or to arrange for alternative transportation. Reasonable accommodation will be made for physical limitations.