JOB DESCRIPTION

TITLE: Dean

SUPERVISOR: Vice President of Academic Affairs

JOB OBJECTIVES: Provide leadership and coordinate the educational, administrative, and financial affairs within the division. Create a work environment that supports faculty in producing continuous improvement and ensures that programs are good quality, relevant to students’ goals, and ensure student success.

ESSENTIAL JOB FUNCTIONS:

A. Develops, evaluates, and continually improves academic courses and programs, in collaboration with faculty, that are consistent with the College mission and strategic plan.
B. Supervises program coordinators, faculty, and staff to create a collegial, productive, professional work environment.
C. Ensures that instructional programs meet accreditation guidelines and standards.
D. Directs periodic assessment of all courses and programs, demonstrating use of assessment to improve offerings.
E. Oversees the development and revision of academic courses and programs within the division.
F. Works with the Academic Affairs leadership team to advance the mission of the College as a whole
G. Recruits and makes employment recommendations consistent with the College affirmative action plan.
H. Supervises orientation of new faculty/staff to ensure understanding of policies and procedures.
I. Manages the development and compilation of class schedules and teaching/classroom assignments.
J. Directs the administration of all budgets within the division.
K. Supervises the establishment and maintenance of effective program advisory committees.
L. Provides formal and informal review and evaluation of coordinators, faculty, and staff, including promotion and tenure applications.
M. Follows all applicable policies and required procedures.
N. Supervises the evaluation of transfer credit and course substitutions within the division
O. Performs other duties as required.

JOB STANDARDS:

A. Master’s degree or doctorate in appropriate teaching field required.
B. Administrative/supervisory experience in higher education required.
C. Teaching experience at the college level required.

JOB LOCATION: The primary job location is the College’s main campus. Occasional travel throughout the service area to other teaching sites will be necessary.

EQUIPMENT: Use of telephone, computer, and other standard office equipment required.

CRITICAL SKILLS/EXPERTISE:

- Ability to lead others to improve student success
- Ability to establish and maintain productive relationships with faculty and others under their supervision
- Knowledge of leading edge technology and its applications to higher education

NON-ESSENTIAL FUNCTIONS: None

SALARY: $45,000 - $52,000 AY

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209