

College of the Redwoods

Position Description

Position: Academic Dean, Nursing	Position Number:
Department: Instruction	FLSA: Exempt
Reports to Vice President of Instruction & Student Development	Salary Grade: 132

Summary

Reporting to Vice President of Instruction and Student Development (VPISD), the Academic Dean is charged with providing academic, administrative, and fiscal leadership in accordance with the Education Master Plan and for exercising holistic judgment when executing the duties of this position. The Dean supervises both full-time and part-time faculty, as well as provides oversight in the credit and non-credit programs within their division. The Dean will support faculty and staff efforts in the planning and fulfillment of college objectives and goals.

Essential Duties and Responsibilities

- Assist the VPISD by providing leadership in and management of department functions to support the achievement of college educational goals.
- Provide leadership and education to the college community in area of responsibility in support of instructional goals.
- Participate actively in the work of the college.
- Conduct oneself as a spokesperson for the college, as a member of the instructional leadership team, and as a leader and advocate for the CA Community College system.
- Develop external partnerships and serve as primary administrative liaison to regional CSU/UC and K-12 partners.
- Build and maintain partnerships among faculty, staff, administration, and community.
- Support faculty and staff through open communication and professional development.
- Ensure the academic integrity of programs under area of responsibility by upholding professional and accreditation standards, formulating strategic objectives for each program, and recommending program improvements as needed.
- Coordinate curriculum; assist faculty in developing new curriculum and curricula changes and oversee the proposals through final approval.
- Recruit, select, orient, evaluate, and develop faculty and staff, including initial and continuing orientation of all faculty members.
- Coordinate evaluations of tenure-track, non-tenure track, and associate faculty.
- Supervise, manage and direct assigned management and staff personnel.
- Plan, organize and preside at academic division meetings.
- Resolve faculty and student issues.
- Oversee the administrative tasks associated with this position.
- Process faculty qualification requests and documents.
- Develop a sustainable level of course offerings that best meets student needs.
- Coordinate the development and implementation of student learning outcomes and assessment at the course, discipline, and program levels.
- Ensure reports are submitted in accordance with integrated planning timelines.
- Carry out special assignments as directed by the VPISD.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of student service
- Student learning outcomes
- Accreditation standards and eligibility requirements
- Current pedagogical practice in face-to-face and distance education modalities

Abilities

- Work in a positive way with faculty, administration, classified personnel, students, and the public
- Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

Education and Experience

Master's Degree or equivalent from an accredited College or University.
Higher education administrative experience required.

Licenses and Certificates

Valid CA Driver's License; California RN License