



## Dean of Arts and Sciences

The Dean of Arts and Sciences is a 12-month academic administrative position which reports to the Vice President for Instruction/Chief Academic Officer (CAO). The Dean is a representative of the academic administration at the faculty level. He/she is a faculty facilitator for the department. The Dean is responsible for providing leadership to the division and timely submission of reports required by the CAO's office. The Dean of Arts and Sciences is responsible for the supervision and mentoring of division faculty/staff and the Coordinator of Early College.

The Dean's primary function is to provide for open communication and the accurate flow of information to and from College administrative offices and to nurture the concept of self-management for the Division with accountability to the College and for student learning.

The Dean is responsible for planning, implementing, evaluating, assessing and improving the curriculum and instructional capacity and for the effective operation of the division. The Dean also oversees the Concurrent Enrollment activities of the College through the Early College program.

### **Job Description:**

Implements requests to call faculty together for recommendations regarding the division instructional areas. Disseminates information to the instructional area faculty, to the office of the Vice President for Instruction/CAO, and to the other faculty when necessary. The Dean is the College's policy and procedural extension of the Office of Academic Affairs and ensures department/division compliance.

Implements the decisions concerning course offerings and curriculum changes (courses offered, number of sections, times, space, and instructors) and revisions. Reviews and coordinates required updates of syllabi and first-day handouts.

Develops and/or maintains a record system for accountability and planning purposes reflecting the resource management responsibilities for the Division.

Participates/leads in division budget planning and preparation.

Develops and monitors assessment of courses, programs and student learning.

Transmits job applications to the selection committee of the instructional area when vacancies occur or new positions are created. Recommendations of the selection committee will be forwarded through the Dean to the Vice President for Instruction/CAO.

Represents or designates a representative at College meetings, internal and external, which require instructional area participation.

Provides orientation and supervision of new full-time and part-time faculty (responsible jointly with existing faculty and with the office of the Vice President). Provides evaluations and contract recommendations to the Vice President for Instruction/CAO for all instructional staff.

Monitors evening/off-campus sessions as assigned.

Handles general correspondence and procuring and maintaining common materials and equipment.

Provides the faculty with information of upcoming off-campus professional meetings and coordinates the faculty decision regarding representation.

Maintains a list of approved instructional substitutes and part-time faculty and assigns them when and where necessary.

Maintains a correct accounting of overload hours accumulated by term for each faculty member in accordance with the approved policies.

Coordinates the utilization of laboratory or other specialized facilities for both lab and non-lab courses.

Maintains job placement/transfer data for division degrees and certificates awarded.

Any other responsibilities arising from his/her Division and/or assigned by the Vice President for Instruction/CAO.

**Knowledge, Skills, and Abilities:**

1. Ability to communicate effectively, both orally and written.
2. Ability to work cooperatively with College administration, faculty/staff, and representatives of other colleges and organizations.
3. Ability to represent the College professionally in public settings.
4. Ability to formulate and write plans for instruction.
5. Ability to formulate sound operational budgets to accomplish departmental objectives.
6. Competence in computer operations and use of current software programs as a minimum.
7. Desire and ability to work independently and to follow through with extensive detailed work.
8. Knowledge of academic processes and protocols in a college environment.
9. Ability to lead in a team environment to meet academic and College objectives.

**Qualifications:**

1. Master's degree required in a degree area taught within the division.
2. Minimum of five years' prior experience in instructional delivery to adult students.
3. The applicant is desired to have two - five years' experience managing professional employees.
4. Prior experience in the planning, development, delivery, assessment, and improvement of coursework and programs to meet institutional student learning outcomes.

**Salary:**

Salary commensurate with education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

**Application Deadline:**

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**Application Procedure:**

To be considered for this position, interested candidates should submit all of the following: a completed ANC application (available at [www.anc.edu/jobs](http://www.anc.edu/jobs)), letter of interest, resume, reference, and transcripts and certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu). For more information call (870) 762-3121.

Applicants applying for positions requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement: March 2, 2020**

*ANC is an affirmative action, equal opportunity employer.*