



**Job Description**  
**Associate Academic Dean**

**Classification:**  
**Manager 2**

**Approved:** 7/6/21  
**FLSA:** Exempt

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**Job Summary:**

The Associate Dean is responsible for the direction, development, implementation, and growth of programs and courses within an academic department. Academic departments may comprise a single large discipline or program (e.g., English or Nursing) or a number of disciplines and programs (e.g., Anthropology, Psychology, and Sociology). The Associate Dean through collaborative work with administration, faculty, and staff, oversees the implementation of the department programs and courses on each campus, promotes intra- and interdisciplinary connections with colleagues across all CT State Community College campuses and the CSCU system, and assures that all departmental programming serves the needs of students, community partners, and business and industry within Connecticut and neighboring states. This individual, through collaboration with campus faculty, staff, and administration, helps to determine the mission, vision and focus for the department programs applying Guided Pathways and equity-minded principles and practices. They coordinate and monitor the faculty delivering their departments' curriculum at each campus both on-ground as well as online. The incumbent supports planning and evaluation activities in departmental implementation of the curriculum in alignment with continuous improvement processes and NECHE Standards. This individual assists in coordinating the curriculum approval processes in collaboration with the campuses and college-wide governance processes. The Associate Dean promotes the department programs at the local, state, and national level and serves as a member of their Area of Study, CT State Community College, CSCU, and regional and national committees to further the delivery of their departmental programming.

**Supervision Exercised:**

This position reports directly to the Area of Study Dean. In assuming these responsibilities, the Associate Dean has direct supervisory oversight including staffing, hiring, firing, evaluation, promotion and training for all of the faculty and academic staff within their department (up to approximately 120 personnel).

**Examples of 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:** The Associate Dean is accountable for the operational management of the department programs and courses. This accountability includes such essential tasks as:
  - Supervise Program Directors and Coordinators, Academic Discipline Coordinators, and all faculty and academic staff within the department;
  - Provide leadership to the department, convening and presiding over regular department meetings;
  - Manage all curricular operations within the department and support department and campus-based curricular needs;
  - Foster a student-centered educational environment responsive to diverse learner needs;
  - Work with all constituents within department and the Area of Study Dean and Academic Associates in establishing faculty workload assignments consistent with collective bargaining agreements;
  - Collaborate with all constituents within department, the Area of Study Dean and Academic Associates, and the Office of the Associate Vice President of Academic Operations to assure the course offerings, delivery, and schedule meet the needs of students, community partners, and business and industry;

- Collaborate with all constituents within department, the Area of Study Dean and Academic Associates, and the Office of the Associate Vice President of Higher Education Transitions to assure academic success and transition programming, delivery, and schedule meet the needs of students, community partners, and business and industry;
- Travel to various campuses and additional locations to ensure and oversee academic operations and functions.
- **Hiring, evaluation and professional development:** The Associate Dean determines the staffing needs within their department and manages the recruitment, evaluation, and ongoing support of all faculty and academic staff positions within the department. This accountability includes such essential tasks as:
  - Identify staffing needs consistent with CT State mission and goals;
  - Provide leadership in recruiting, hiring, evaluation, and retention of quality faculty and academic staff;
  - Ensure appropriate search processes are completed prior to recommending administrative, faculty, and academic staff to the Area of Study Dean;
  - 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 other Associate Deans, Area of Study Deans, and 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
- **Program/Curriculum Planning, Design, and Development:** The Associate Dean is accountable for the direction of activities that support development and implementation of the department curriculum, policies and processes. This accountability includes such essential tasks as:
  - Facilitate and oversee department organizational and committee structures;
  - Propose new academic programs in response to community and employer needs;
  - Manage the development of department curriculum in collaboration with the faculty;
  - Collaborate with faculty and academic staff, Program and Academic Discipline Coordinators to ensure the department curriculum
    - is rigorous and innovative, incorporating best practices in pedagogy and assessment and technological advances
    - prepares students to achieve program outcomes
    - is consistent with all CT State, CSCU, and BOR policies and requirements
    - adheres to regional and specialized, where applicable, accreditation standards
  - Collaborate with the Office of the Associate Vice President of Academic Operations to ensure department catalog offerings are current and meet all existing academic requirements;
  - Collaborate with CT State academic leadership in formulating and implementing academic policies;
    - Maintain repository of common policies, forms, and documents and ensures availability to all members
    - Facilitate systematic review of all department policies, forms, and documents
  - Support faculty and academic staff in developing and/or maintaining responsive and effective program advisory boards;
  - Serve on CT State and CSCU committees, as appropriate.
- **Curriculum Assessment and Evaluation:** In collaboration with faculty and academic staff, the Associate Dean coordinates the ongoing assessment and evaluation of departmental student learning and program outcomes. This accountability includes such essential tasks as:
  - Facilitate department program evaluation in conjunction with their Area of Study Dean, the Associate Vice President of Academic Programs and Curriculum and the Office of the Associate Vice President of Institutional Effectiveness and Planning;

- Collect and compile data required for regulatory and accrediting bodies;
  - Oversee the self-study/reaffirmation process for accredited programs within the department;
  - Forward draft regulatory and accrediting body reports to the Area of Study Dean for consideration and prepare necessary follow-up responses for review;
  - Perform department program research through implementation of assessment methods and data collection, aggregation, and analysis;
  - Facilitate the preparation of short- and long-term department plans and collaborate with management, faculty and staff in support of the College's mission and strategic goals.
- **Fiscal Responsibilities:** The Associate Dean is accountable for fiscal planning related to centralized activities and strategic needs of the department. This accountability includes such essential tasks as:
    - Participate in budget development and when appropriate, approve departmental budget items
      - 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 Area of Study Dean
    - Identify internal and external funding opportunities and manage grant writing for the department
    - Advocate for resources, at the state and national level, including but not limited to:
      - Provision for faculty development opportunities
      - Equipment, materials and supply acquisition
      - Technology upgrades
- **Student Relationships:** The Associate Dean is accountable for contributing to the recruitment and retention of students in the department and for assuring students successfully complete department programs. This accountability includes such essential tasks as:
    - Assure fidelity with existing policies and procedures in recruitment and retention of students;
    - Collaborate with Enrollment Management and Student Affairs leadership and staff in recruitment and retention initiatives;
    - Oversee assessment of student performance and progress;
    - 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 Associate Dean is accountable for developing and maintaining support between the department and community, state, and national businesses/agencies/organizations. This accountability includes such essential tasks as:
    - Maintain existing partnerships and community relationships and establish new collaborative working relationships with community organizations, business and industry partners and educational institutions relevant to the department programs; proactively promotes innovative partnerships to meet workforce and transfer needs;
    - Attend state-wide community, workforce and educational partner meetings, as appropriate;
    - Collaborate with their Area of Study Dean 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 department programming.
- **Public Relations:** The Associate Dean is accountable for coordinating an effective program of public relations for the department programs. This accountability includes such essential tasks as:
    - Coordinate consistency of department;
    - Oversee Web Page development, updates, and revisions;
    - Interact with the media as appropriate;
    - Serve as a liaison person for the department.

- **Professional Participation and Development:** In addition to the accountabilities listed above, the incumbent is required to:
  - Attend and participate in convocation, commencement and honors ceremonies;
  - Serve on assigned committees and task forces;
  - Attend and participate in committee, staff, informational, and professional meetings.
  - The above may involve attendance at evening or weekend events.
  - Maintain currency in the position's required fields of professional expertise and competencies.
  - Maintain complete confidentiality of student and employee records and other information of a confidential nature.

### **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:

- A Doctoral degree from an accredited institution is preferred; a minimum of a Master's degree, from an accredited institution, in one of the disciplines within the department is required.
- Demonstrated progression of increasing levels of administrative leadership and experience in higher education (four or more years of community college experience preferred).

The Associate Dean is required to have demonstrated advanced knowledge, skills and abilities in these areas:

- Evidence of knowledge and skills in the development and implementation of discipline curricula;
- Utilizing community and employer feedback as well as regional and national data to support program development;
- Classroom and/or laboratory teaching effectiveness;
- Planning, developing and evaluating academic 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 Area of Study programming;
- Leading, directing and evaluating faculty and 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
- Effective oral, written, and interpersonal communication skills;
- Proven leadership ability and demonstrated ability to effectively collaborate with diverse range of stakeholders.

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

### **Work Environment**

The Associate Dean will be required to travel to the College's twelve campuses and other sites, 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.