

PIKES PEAK COMMUNITY COLLEGE

JOB DESCRIPTION

INSTRUCTIONAL DIVISION DEAN

DESCRIPTION SUMMARY

The Instructional Division Dean shall work under the direction of the Vice President for Educational Services, and shall assist the Vice President by providing instructional leadership and supervising instructors and programs within the subject matter areas assigned to the division. The Instructional Division Dean shall represent the division to the broader instructional environment, while conveying the policies of the College and implementing those policies with the division. The Instructional Division Dean shall maintain commitment to quality instruction, the primary objective of the institution. The Divisions under the direction of a Dean are Mathematics and Technology; Health, Environmental, Natural and Physical Sciences; Business/Social and Behavioral Sciences; Languages: and Communications, Humanities and Technical Studies.

DUTIES AND RESPONSIBILITIES

The Instructional Division Dean is responsible for the following within the division under the direction of the Vice President for Educational Services:

1. Developing, implementing, evaluating, revising, maintaining, and recommending the deletion of instructional courses and programs assigned to the division in accordance with institutional and State process and procedure.
2. Initiating, recommending, and implementing new curricula to encourage high quality instructional programs, including necessary community interaction, such as advisory committees.
3. Approving and maintaining current course outlines.
4. Approving textbook adoptions within the division.
5. Providing accurate information for employee contracts and initiating contracts for adjunct faculty and full-time faculty overloads.
6. Providing a program of orientation to and in-service training for faculty and staff regarding their contractual responsibilities.
7. Supervising and evaluating faculty and staff assigned to the division.
8. Recommending the retention, dismissal, or probationary status of faculty and staff according to prescribed policies and procedures.
9. Preparing each semester's schedule of classes.
10. Preparing and approving faculty teaching assignments.
11. Planning for and managing the physical facilities assigned to the division.

12. Requesting, justifying, and effectively managing all appropriate operating budget categories including the acquisitions, maintenance, and inventory of capital equipment.
13. Developing and supervising a program of academic advising for students assigned to the division following adopted procedures.
14. Preparing agency contracts as required.
15. Creating and supervising a divisional system of registration in support of institutional registration processes and procedures.
16. Responding to student concerns regarding instructors and instruction within the division.
17. Creating, monitoring, and/or participating in committee work that promotes the goals of the division and the institution.
18. Preparing institutional, state, and national reports as required on a timely basis.
19. Conducting and presiding over all regular and special meetings of the division.
20. Providing information for student job placement, follow-up, and transfer, as requested.
21. Insuring that division personnel possess and maintain required credentials and certifications as appropriate.
22. In addition to the specific duties and responsibilities included herein, Pikes Peak Community College administrators are responsible for certain general duties and responsibilities listed in the Pikes Peak Community College Policy Manual and the Pikes Peak Community College Educational Procedures Manual.
23. Implementing and supporting the policies of the State Board for Community College and Occupational Education and the Colorado Commission on Higher Education.
24. Carrying-out all other duties as assigned by the Vice President for Educational Services and/or the College President.

MINIMUM QUALIFICATIONS

1. Master's Degree from an accredited institution in a discipline which falls within one of the Division's programs.
2. Three years of teaching experience in higher education.
3. Two years of successful administrative experience.
4. Demonstrated written and oral communication skills.
5. Demonstrated leadership ability.
6. Knowledge of budget development and management.

PREFERRED QUALIFICATIONS

1. Doctorate in one of the subject areas taught in the Division or in higher education administration.
2. Teaching experience in a community college.

3. Two or more years of administrative experience at the department chair level or above.
4. Experience in curriculum development.
5. Experience with faculty evaluation and supervision, and experience in budget management.

EVALUATION

These positions are evaluated by the Vice President for Educational Services. Consideration will be given to evaluations completed by the full-time faculty of the Division who are supervised by the Dean and to evaluations completed by peers (Deans and Directors).