



DEAN OF ACADEMICS

FULL-TIME, CONTRACT

Eastern Gateway Community College is now accepting applications for the Dean of Academics position. This position will be based at our Main Campus located in Steubenville, OH. The Dean of Academics has overall accountability for academic program offerings, curriculum and program design, assessment of student learning, programmatic and institutional accreditation related to the College and all related academic components, which include faculty oversight, student satisfaction and retention, academic policy procedures and standards, and program evaluation.

SALARY RANGE: \$62,283 – \$93,277

ESSENTIAL DUTIES AND ACCOUNTABILITIES:

- Serves as a liaison to regulatory, regional, and programmatic accreditation agencies.
- Represents the College at local, state and national professional educational organizations, businesses, community advisory committees and others as requested by the Executive Vice President for Academic Affairs.
- Oversees all efforts to evaluate, pursue, secure, and maintain accreditation, including programmatic accreditation.
- Collects and maintains evidence to demonstrate compliance with accreditation standards.
- Serves as the liaison with relevant professional associations.
- Manages compliance with reporting requirements.
- Determines schedule of courses.
- Responsible for adequately staffing all departments and ensuring that position descriptions are current and accurate; this includes both faculty and support staff.
- Initiate and facilitate college communications both laterally and vertically, conduct and record staff/department meetings. Prepare and maintain official departmental correspondence, written reports, documents, and records.
- Responsible for program design aligned to discipline and industry standards.
- Oversees design and development of courses and programs aligned to best practices in higher education.
- Accountable for establishing, implementing, and managing the master curriculum plan in alignment with institutional goals.
- Review and approve course syllabi.
- Supervise the collection and organization of student evaluations.
- Sets and allocates curriculum collaborating with others to ensure that programs are designed to promote retention.
- Responsible for budget oversight, planning, allocation, and monitoring of all programs within

the department. Ensure that all program expenditures are made within approved budgets to include annual supply, equipment and maintenance requirements as well as travel requirements for each program within the department.

- Oversees, reviews, and recommends the development of new curriculum and revision of existing curriculum in conjunction with College standards.
- Establishes and implements an assessment system for measuring student learning outcomes and program effectiveness.
- Ensures every program has appropriate curriculum mapping and associated assessment benchmarks for measuring student learning outcomes.
- Creates, implements, and manages the assessment cycle for review of courses and programs aligned to accreditation cycles (programmatic and/or institutional).
- Collects, analyzes and utilizes data for continuous program improvement.
- Engages in program evaluation utilizing programmatic, institutional and industry data for continuous program improvement.
- Coordinates program assessment, leads new program development/program refreshes, and identifies the need for new courses.
- Lead and manage efforts related to creating and maintaining professional development plans of faculty and staff.
- Conduct evaluations of faculty and staff.
- Make recommendations on faculty hiring, retention, promotion, and tenure. Identify trends, review market analysis and determine appropriate program portfolio.
- Identifies resources required to implement new programs.
- Develops academic program policy procedure.
- Define, implement, and communicate program philosophy and outcomes in conjunction with the College's mission.
- Conducts academic policy reviews and renders academic policy exception requests as needed.
- Establishes and monitors standards for the delivery of the academic program throughout the organization.
- Works to ensure the academic programs are delivered accurately and effectively.
- Monitors the academic program quality and progress, as well as modifies and revises it as necessary.
- Identifies emerging academic issues and recommends appropriate program responses to ensure curriculum and curricular resources are current, relevant, and innovative.
- Manages the student experience within the program and college.
- Serves as point of contact in the College for any student concerns or disputes.
- Identifies the need for student engagement initiatives and works with shared services to implement.
- Provides guidance on student service needs.
- Responds to and resolves faculty, student, and staff issues and concerns, as appropriate to the academic program area.
- Maintains a professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Performs other related duties as recognized or assigned.

QUALIFICATIONS AND EXPERIENCE:

- Doctorate degree in appropriate discipline required.
- Minimum of 5 years of Senior Management experience required.
- Any equivalent combination of experience and education which provides the required knowledge, skills and abilities to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent oral, written, and interpersonal communication skills.
- Must possess enthusiasm, vigor, dependability, determination, diplomacy, and organizational integrity.
- Proven experience in teaching and/or administration at a regionally-accredited college or College.
- Proven experience in a field related to the content of the academic program.
- Demonstrated knowledge in the areas of academic program development and evaluation, adult principles and practices, and curriculum development.
- Proven experience in a progressively responsible capacity in an education environment directing and/or leading activities organization-wide
- Ability to demonstrate a high level of conceptual and strategic thinking to establish and oversee academic program policies, procedures, and standards.
- Ability to demonstrate a high level of conceptual and strategic abilities to develop and establish budgets, goals, objectives and activities, policies and procedures.
- Evidence of initiative, logical decision making, and strong program management skills
- Demonstrated critical thinking, political savvy, problem-solving, relationship building, negotiation and anticipatory abilities
- High degree of professionalism, diplomacy and tact
- Demonstrated experience effectively leading and influencing non-direct reports
- Demonstrated ability to communicate effectively with diverse constituencies, including students, parents, faculty, employees, and external parties.
- Must be results oriented and able to manage multiple processes and activities simultaneously

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services
Eastern Gateway Community College
4000 Sunset Blvd.
Steubenville, OH 43952**

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic

information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.