



## **Dean of Liberal Arts and Business Full-Time, Contract**

Eastern Gateway Community College is now accepting applications for the Dean of Liberal Arts and Business position. The Dean is responsible for the academic, personnel, financial, and administrative affairs of the department at all campuses, physical and online. The Dean has accountability for academic program offerings, curriculum and program design, assessment of student learning, programmatic accreditation and assists with institutional accreditation.

The Dean of Liberal Arts and Business hires and oversees full-time and adjunct faculty within the department, and staffs classes. The Dean communicates effectively with diverse constituencies, including students, parents, faculty, employees, and external parties, works to monitor and improve academic retention rates, monitors, reviews and reports on academic policies, procedures, and standards. The Dean also participates in program review in conjunction with faculty and other administrators, participates in institutional planning, both strategic and budgetary and serves on college committees as charged. The Dean will work with outside constituencies to market programs and classes, to build relationships for the college, and to enhance professional opportunities and contacts.

Courses are offered in multi-campus and online environments and in various modalities. Departmental offerings include general education courses, developmental education courses, and technical programs in the fields of business, engineering, and information technologies. The Dean of Liberal Arts and Business assists with staffing high school dual enrollment courses and maintaining course quality.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as a liaison to regulatory, regional, and programmatic accreditation agencies; ensures the maintenance and collection of data to demonstrate compliance with accreditation standards.
- Represents the college at local, state and national professional educational organizations, businesses, community advisory committees and others as requested by the Provost.
- Assists the Director of Institutional Research with reporting and compliance requirements.
- Cooperates with other departments in establishing enrollment and staffing deadlines.
- Responsible for ensuring staffing of faculty and departmental staff positions. Directly responsible for vetting faculty credentials for both full and part-time.
- Maintains open lines of communication. Conducts and records minutes of departmental and advisory committee meetings, and ensures minutes are disseminated in a timely manner.
- Has oversight for design and development of courses and programs. Performs research and supports faculty in identifying the need for new programs and courses. Engages with faculty and online dean to establish course offerings.
- Reviews and approves course syllabi.

- Responsible for reviewing data for decision-making pertaining to program development, program review, learning outcomes (student assessment), student retention and persistence, staffing, and allocation of resources.
- Responsible for budget oversight, planning, allocation, and monitoring of all program budgets within the department.
- Leads and manages efforts related to creating and maintaining professional development plans of faculty and staff.
- Evaluates faculty and staff in conjunction with the human resources department.
- Makes recommendations on faculty hiring, retention, and promotion.
- Renders academic policy exception requests as needed - administers drops, withdrawals, appeals, course substitutions, and academic sanctions as needed.
- Monitors emerging academic issues and trends and recommends actions as needed.
- Serves as a point of contact in the college for any student concerns or disputes.
- Responds to and resolves in a timely manner, faculty, student, and staff issues and concerns, as appropriate to the academic program area.
- Maintains 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.

#### **EDUCATION & EXPERIENCE:**

- Earned doctorate.
- Minimum of 3 years serving as an Assistant or Associate Dean or higher, or equivalent experience.

#### **SKILLS & ABILITIES:**

- Excellent oral, written, and interpersonal communication skills.
- Must possess enthusiasm, dependability, determination, diplomacy, and integrity.
- Experience in administration at a regionally-accredited college or university.
- Experience in complying with standards of regional accreditation and federal compliance.
- Teaching experience at the post-secondary level; community college experience desirable.
- Experience in the areas of academic program development and evaluation, and curriculum development.
- Experience in progressively responsible capacities in a higher education environment.
- Evidence of ability to demonstrate a high level of conceptual and strategic thinking. Must possess strong program management skills.
- High degree of professionalism, diplomacy and tact.
- High degree of ethical behavior; must comply with state and federal ethics laws.
- Demonstrated personnel management skills.
- Must be able to manage multiple processes and activities.

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

**Joshua Martin**  
[jmartin@egcc.edu](mailto:jmartin@egcc.edu)

\*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.