

ACADEMIC DEANS

Essential Job Functions:

Under the direction of the Vice President of Instruction, the Academic Deans shall:

1. Organize, develop, supervise, coordinate, and evaluate the instructional programs of their respective divisions and recommend revisions.
2. Administer the division curriculum as it pertains to the catalog, brochures and flyers, changes to the courses and programs, proposals to the Curriculum Committee, course outlines, class syllabi, standard course resources, activities of the program advisory committees, and program reviews.
3. Supervise and evaluate the work of full- and part-time instructors in their divisions for the purpose of continuously improving the quality of instruction and recommending appropriate employment status in accordance with contractual procedures as appropriate.
4. Recruit and screen candidates for full- and part-time positions in their divisions and make recommendations regarding the selection.
5. Develop with the Vice President of Instruction the schedule of classes and recommend instructor assignments.
6. Provide the Vice President of Instruction with current curriculum guides and with lists of texts and maintain a program of regular review and revision of curricula within the division. Provide, on an ongoing basis, for the evaluation of instructional programs and facilities and when appropriate, recommend to the Vice President of Instruction those changes necessary for the improvements of instruction within the division.
7. Provide leadership for the assessment of student learning at the course and program levels.
8. Prepare with their staff and submit to the Vice President of Instruction budget requests for the divisions. Supervise expenditures from the approved budget for the division in accordance with the College policies.
9. Instruct classes, as assigned, commensurate with division responsibilities. Advise students in program and course selection as appropriate.
10. On a regular basis, conduct divisional meetings with agendas and minutes distributed campus wide.
11. Assist the Vice President of Instruction in identifying appropriate new and revised program areas.
12. Represent the interests of the division both internally and

externally for issues related to the division.

13. Work cooperatively with the Dean of Corporate and Community Services to facilitate the creation, scheduling, and delivery of customized training programs for business and industry and lifelong learning classes for district residents.
14. Work cooperatively with other instructional divisions, Student Services, and the Business Office.

15. Assist the Vice President of Instruction in the development and establishment of an ongoing inservice/professional development program for faculty.
16. Work jointly with the Vice President of Instruction and the Director of Learning Resources in determining and planning for the learning resources needs of new programs.
17. Encourage their faculty to make effective use of the learning resources collections, facilities, and services. In cooperation with the Director of Learning Resources and division faculty, suggest books, periodicals, and audio-visual materials for consideration for purchase.
18. Assist the Vice President of Student and Information Services in interpreting and communicating offerings to the service community.
19. Conduct student and other surveys as appropriate.
20. Assist the Vice President of Instruction in the administration of issues related to teaching faculty and the Master Agreement.
21. Perform such other duties as may be assigned by the Vice President of Instruction.

3-16-66, 6-24-68, 1-10-83, 6-7-86, 10-25-93; 11-99; 2-10; 7-12)