



Connecticut State Community College  
Job Description  
Academic Dean (Program Area)

**Classification:**  
**Manager 3**

**Revised: 1/28/22**  
**FLSA: Exempt**

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**Job Summary:**

The Academic Dean (Program Area) is responsible for the direction, development, implementation, and growth of all the Area of Study programs and courses to serve the needs of all CT State stakeholders within the specific area of study. Each Area of Study comprises three to five institution-wide academic departments. The Academic Dean, through collaborative work with administration, faculty, and staff, oversees the implementation of the Area of Study programs and courses on each campus and promotes intra- and interdisciplinary connections with colleagues across all CT State Community College campuses and the CSCU system. They work with the associate deans and campus faculty, staff, and administration to determine the mission, vision, and focus for the Area of Study programs applying Guided Pathways and equity-minded principles and practices. They coordinate and monitor the faculty delivering the CT State curriculum at each campus, both on-ground and online. The incumbent coordinates planning and evaluation activities in support of the implementation of the curriculum in alignment with continuous improvement processes and with NECHE Standards. These individuals coordinate all new and modified programs and courses through the College curriculum approval processes in collaboration with the campuses and college-wide governance bodies. The Academic Dean serves as a member of the College, CSCU, regional and national committees to further the delivery of the specific Areas of Study programming. The Dean shall also promote all Area of Study programs at the local, state, and national levels.

**Supervision Exercised:**

This position reports directly to the Associate Vice President of Academic Programs and Curriculum. The Academic Dean has direct supervisory oversight including staffing, hiring, firing, evaluation, promotion, and training for the Associate Deans and Academic Associates within the Area of Study as well as accountability for all Area of Study faculty and academic staff, including Program and Academic Discipline directors and coordinators (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 Academic Dean is accountable for the operational management of all the programs and courses within the specific Area of Study. This accountability includes such essential tasks as:
  - Direct supervision of Associate Deans and Academic Associates as well as indirect oversight of all Program Directors and Coordinators, Academic Discipline Coordinators, and all faculty and academic staff within the Area of Study;
  - Provide leadership to the Area of Study, convening and presiding over regular Area of Study meetings;
  - Manage all curricular operations within the Area of Study and support department and campus-based curricular needs;
  - Foster a student-centered educational environment responsive to diverse learner needs;
  - Work with all constituents within the Area of Study in establishing faculty workload assignments consistent with collective bargaining agreements;

- Collaborate with all constituents within the Area of Study, other Academic Deans, 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, as well as business and industry;
  - Collaborate with all constituents within the Area of Study, other Academic Deans, 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 Academic Dean is accountable for the assessment of hiring needs within the Area of Study and the direction of recruitment, evaluation, and ongoing support of all administrative, faculty, and staff positions within the Area of Study. 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 administrators, faculty, and academic staff;
    - Ensure appropriate search processes are completed prior to recommending administrative, faculty, and academic staff to the Associate Vice President of Academic Programs and Curriculum;
    - 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 Office of the Associate Vice President of Teaching and Learning to assure relevant and evidence-based ongoing 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 Academic Dean is accountable for the direction of activities that support the development and implementation of the Area of Study curriculum, policies, and processes. This accountability includes such essential tasks as:
    - Facilitate and oversee Area of Study organizational and committee structures;
    - Propose new academic programs in response to community and employer needs;
    - Manage the development of curriculum in collaboration with the faculty and Associate Deans;
    - Collaborate closely with all constituents within the Area of Study to ensure the Area of Study 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 Area of Study catalog offerings are current and meet all existing academic requirements.
    - Collaborate with CT State academic leadership in formulating and implementing academic policies.
      - Maintain a repository of common policies, forms, and documents and ensure availability to all members;
      - Facilitate systematic review of all Area of Study policies, forms, and documents.
    - Support Associate Deans, Directors, Coordinators, 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:** The Academic Dean is accountable for curriculum assessment and evaluation within the Area of Study. The Academic Dean, in collaboration with the Associate Deans, coordinates the ongoing assessment and evaluation of Area of Study student learning and program outcomes. This accountability includes such essential tasks as:
  - Facilitate College Area of Study program evaluation in conjunction with 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 Area of Study;
  - Forward draft regulatory and accrediting body reports to Associate Vice President of Academic Programs and Curriculum for consideration and prepare necessary follow-up responses for review;
  - Perform Area of Study program research through the implementation of assessment methods and data collection, aggregation, and analysis;
  - Facilitate the preparation of short- and long-term Area of Study plans and collaborate with management, faculty, and staff in support of the College's mission and strategic goals.
  
- **Fiscal Responsibilities:** The Academic Dean is accountable for fiscal planning related to centralized activities and strategic needs of the Area of Study. This accountability includes such essential tasks as:
  - Participate in budget development and, when appropriate, approve departmental budget items for associated disciplines.
    - 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 Associate Vice President of Academic Programs and Curriculum.
  - Identify internal and external funding opportunities and manage grant writing for the Area of Study.
  - 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 Academic Dean is accountable for contributing to the recruitment and retention of students in the Area of Study and assuring students have all the appropriate resources necessary to successfully complete Area of Study 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 Academic Dean is accountable for developing and maintaining support between the Area of Study 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 Area of Study programs; proactively promotes innovative partnerships to meet workforce and transfer needs;

- Engage state-wide community/business advisory boards in all relevant programs to advise on curricula innovation and workforce preparation;
  - Attend state-wide community, workforce, and educational partner meetings, as appropriate;
  - Collaborate with all Academic Deans 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 Area of Study programming.
- **Public Relations:** The Academic Dean is accountable for coordinating an effective public relations program for the Area of Study program. This accountability includes such essential tasks as:
    - Coordinate consistency of Area of Study information;
    - Oversee Web Page development, updates, and revisions;
    - Interact with the media as appropriate;
    - Serve as a liaison person for the Area of Study.
- **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 a 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:

The Academic Dean is required to possess:

- A Doctoral degree from an accredited institution along with broad knowledge across the Area of Study is preferred; a minimum of a Master's degree in an Area of Study discipline from an accredited institution is required;
- Four or more years of administrative and managerial experience in higher education, including two years of supervisory experience (four or more years of community college experience preferred).

The Academic 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.
- Proven leadership ability and demonstrated ability to effectively collaborate with a diverse range of stakeholders;
- Sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College community, including those with disabilities.

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

**Work Environment**

The Academic 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.