PANOLA COLLEGE
JOB DESCRIPTION

**JOB TITLE:** Dean of Liberal Arts & Sciences  **FLSA status:** Exempt

**DEPARTMENT:** Instruction  **REPORTS TO:** Vice President of Instruction

**Position summary:** This is a full time, twelve month contract responsible to the Vice President of Instruction. The Dean is responsible for leadership in planning, organizing, administering, and evaluating the educational programs of the Division.

**Position responsibilities:**

- Provide organizational leadership and support to the instructional programs in the division.
- Coordinate the Q. M. Martin Performing Arts Advisory Committee.
- Supervise and evaluate the development and use of human, fiscal and physical resources within the Division of Liberal Arts & Sciences.
- Review and evaluate the instructional programs within the division.
- Ensure that courses meet the Commission on Colleges, Southern Association of Colleges and Schools standards.
- Research, write, submit, and administer grant proposals for educational activities.
- Collaborate with the College to develop and implement a long-range plan and strategy for technical education.
- Maintain and evaluate professional development portfolios and IE assessment data and assist departments in setting standards, collecting and reporting data.
- Identify and develop new programs as needed.
- Recruit and recommend for hire qualified professors and staff.
- Evaluate professors and staff.
- Provide appropriate professional development opportunities for professors and staff.
- Supervise, facilitate, and enhance articulation of instructional programs with secondary and upper level institutions.
- Supervise advisory committee meetings to ensure sound curriculum development.
- Provide an effective system for student advisement that encourages completion.
- Provide overall guidance for the scheduling of academic and continuing education classes, assignment of professors, and use of facilities.
- Schedule and evaluate dual credit as related to the Division of Liberal Arts & Sciences. The division dean will be responsible for dual credit classes within the division. If dual credit classes are taught at a teaching center area that director will work directly with the division dean to provide leadership for those classes.
- Work with department chairs and professors to recruit students for the various programs in the Division of Liberal Arts & Sciences.
- Work with the Director of Workforce & Continuing Education to offer workforce training that meets the needs of the community.
- Plan, organize, and supervise all programs of the division.
- Provide academic advising; provide leadership and support to full-time and part-time faculty, on campus and at teaching centers in nearby towns.
- The division dean will assist the directors of the off campus centers for the implementation of classes, instructors, and employing adjunct instructors.
- Prepare and control the expenditure of approved budgeted funds for the program.
- Implement the rules and regulations of external accrediting agencies.
- Serve as liaison between the college and affiliating agencies.
- Provide for the orientation of newly hired faculty and staff in the division.
- Encourage faculty to participate in professional associations, conferences, and activities.
- Recommend the utilization and maintenance of laboratory and classroom facilities.
- Supervise record keeping practices and procedures for program.
- Participate in professional and community activities for the improvement of faculty and staff in the division.
- Remain loyal to the college and its purposes.
- Assist with recruitment and marketing.
- Attend College sponsored events.
- Performing other duties assigned by the Vice President of Instruction.

**Minimum Position Requirements:**
● A doctorate preferred (Master’s required) degree from a regionally accredited institution; requires a minimum of 10 years experience in progressively responsible management positions, preferably in a college or university setting, or other relevant experience that would demonstrate the required knowledge and abilities for administrative leadership
● Must maintain any current licensure and be approved by state licensing Board.
● Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, promotes diversity, and is effective in work with internal and external constituents.
● Must have an interest in students academically as well as contributing to a vibrant student life environment.
● Must demonstrate a record of achievement in policy formulation, strategic planning and budgeting, project administration, complex problem solving and effective written and oral communication skills.
● Must have excellent supervisory skills, including significant experience in supervise a large culturally diverse management team including a commitment to professional development, partnering, campus-community relations, equal opportunity and diversity support of the College’s teaching and service mission.
● Experience with the accreditation process of the Southern Association of Colleges and Schools or another regional accrediting body is desired

Knowledge, Skills, and Abilities Required:

● Must have a commitment to the philosophy of the college.
● Maintains professional competence in area of responsibility.
● Interpersonal skills which reflect total commitment to student development in all college activities required.
● Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
● Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
● Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
● Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
● Skills and ability to use current technology.
● Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
● Ability to demonstrate consideration of others.
● Ability to manage time to evaluate each student’s progress.
● Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
● Ability to speak, read and write the English language effectively.
● Ability to clearly and effectively present ideas in discussion and oral presentations.
● Ability to meet deadlines for reports and other required paper work.
● Ability to present a positive and professional image when representing the college.
● Ability to safeguard confidential information from intentional or unintentional disclosure.
● Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

● Work is normally performed in a typical interior/office work environment.
● No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
● No or very limited exposure to physical risk.
● Some travel required.