



**Vermont State Colleges
Job Classification Description**

**ASSOCIATE ACADEMIC DEAN/CCV
Non-Bargaining Unit**

**Grade 17
Exempt**

BASIC FUNCTION

To participate in planning, implementing, managing and supervising one or more college academic program(s).

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Recommend plans, policies and procedures for academic programs in the area of responsibility.
- Work with faculty to develop curricula and maintain quality of programs.
- Provide professional leadership in recruiting, supervising and training staff members; assist faculty with professional development; act as a resource for faculty, departments and students.
- Provide orientation and support for new faculty and adjunct faculty.
- Supervise and assign work to faculty secretaries.
- Handle student requests and complaints that require administrative assistance or intervention.
- Assist the Dean of Academic Affairs in long-range planning for academic programs and for faculty development programs.
- Assist in the evaluation of teaching.
- Attend department meetings.
- Serve as acting Dean of Academic Affairs in the Dean's absence.
- Perform administrative duties as assigned by the Dean of Academic Affairs,

SUPERVISION EXERCISED

Administrative and functional supervision of faculty and support staff within the assigned departments and programs.

MINIMUM QUALIFICATIONS

Ph.D. in an appropriate discipline, plus three to five years of relevant teaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- **Thorough knowledge of higher education and administration practices and principles.**
- **Relevant experience with web-based distance learning.**
- **Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.**
- **Ability to relate academic or special program functions to overall college programs and goals.**

