



VERMONT STATE COLLEGES

Job Classification Description

DEAN OF ACADEMIC AFFAIRS
Non Bargaining

Grade 2
Exempt

BASIC FUNCTION

To plan, implement, manage and supervise all academic programs and personnel at the college in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Recommend plans, policies and procedures for all academic programs at the college.
- Manage staffing plans which provide for the continuous identification, selection, utilization and evaluation of college personnel who meet systemwide appointment and performance standards.
- Provide professional leadership in recruiting, maintaining and developing academic personnel.
- Administer the academic personnel review process for appointment, reappointment, termination, promotion and tenure; make written recommendations to the President under policy and contract provisions.
- Oversee the development, approval, staffing, support and evaluation of academic courses and degree programs, including general education programs, basic skills and graduate programs.
- Work with Department Chairpersons on academic and personnel matters.
- Serve as principal officer for reaccreditation and as liaison with regional accrediting agencies.
- Serve as principal officer for the college's participation in the Vermont Statewide Assessment Program (VSAP).

SUPERVISION RECEIVED

General supervision is received from the President.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

Masters required, earned doctorate preferred, plus five to ten 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 principles, practices and procedures.
- Thorough knowledge of teaching techniques and methods.
- Experience as a competent faculty member demonstrated by professional achievement and scholarly accomplishments.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Relevant experience in writing with scholarly publishing experience.
- Ability to deal effectively with a wide range of individuals/groups inside and outside of VSC.
- Ability to relate academic or special program funct

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