



Executive Dean Job Description

Division of [Insert here]

Department: [Insert here]

Colorado Personnel System: Exempt

FLSA Classification: Exempt

PURPOSE STATEMENT:

The executive dean shall assist the vice president by providing instructional leadership and supervising faculty, programs, and facilities within the subject matter areas assigned to the division. The dean shall represent the division to the broader instructional environment while conveying the policies of the college and implementing those policies with the division. The executive dean is also responsible for oversight of [Insert here] program accreditations.

The executive dean will serve as a trusted advisor whose empathy is demonstrated through inclusiveness and service to others. The dean will demonstrate integrity, humility, and an inviting demeanor that puts those around them at ease. The dean will demonstrate a strong commitment to the value of diversity among students and staff, as well as sensitivity to and understanding of the diversity of PPSC students. The dean works with colleagues to create an atmosphere of trust and respect in which all can succeed.

The dean maintains a commitment to quality instruction, the primary objective of the institution. Instructional areas for this division are [Insert here].

The college offers the possibility for alternative work arrangements such as flexplace, remote work, or flextime scheduling upon completion of training and department needs.

The primary location for this position is at [Insert here]. This position may require occasional travel to other campuses to support program needs.

Reports To: vice president for instructional services

ESSENTIAL FUNCTIONS:

- Oversee division operational procedures and assigned personnel.
- Supervise associate deans, assistant to the dean, and other division personnel.
- Lead the evaluation, research, and initiation of new programs.
- Recommend the retention, dismissal, or probationary status of faculty and staff according to prescribed policies and procedures.
- Actively encourage the use of emerging learning-centered pedagogy by faculty members in the division.
- Supervise the hiring of appropriate regular and part-time faculty, classified staff, APT staff, and others within the division.
- Supervise division advising processes.
- Oversee activities of the division related to retention, marketing, and recruiting as appropriate.
- Coordinate division processes for student concerns.
- Oversee the implementation of faculty, staff, and other evaluations.
- Oversee division strategic planning.
- Oversee and approve faculty teaching and department chair assignments and loads.
- Coordinate faculty teaching assignments and workload with the division leadership team.
- Lead the development and implementation of continual course and program assessment.
- Lead the development and implementation of a rigorous and relevant curriculum with associate deans, department chairs, faculty, and other participants.
- Ensure an orientation program is provided for new faculty, staff, and others as assigned.
- Ensure ongoing professional development opportunities are available to faculty, staff, and others as assigned.
- Determine and maintain the scheduling of classes within the division, minimizing scheduling conflicts for students, faculty, and instructors.
- Collaborate with other divisions to ensure appropriate access to general education classes and to minimize conflicts for students, faculty, and instructors.
- Determine and maintain a schedule of classes that maximizes efficient use of classroom space and resources and meets the college's fill rate goals.

- Ensure the division curriculum meets the needs of students and aligns with college, state, and national requirements and accrediting bodies as appropriate.
- Oversee the alignment of curriculum to ensure students gain the competencies to succeed in transfer programs and career and technical areas.
- Work with participants to ensure transfer and articulation opportunities.
- Oversee the appropriate participation in community activities and advisory boards.
- Actively build relationships between the division and community partners as appropriate.
- Create, monitor, and/or participate in committees that promote the goals of the division and the institution.
- Oversee the development and management of the division budgets.
- Oversee the division's Perkins requests and budget.
- Plan and manage the physical facilities assigned to the division. Monitor the use of classroom space for efficiency and effectiveness. Manage other campus space.
- Ensures appropriate use of all facilities through planning and coordination with facilities and operations, public safety, and other divisions as appropriate.
- Collaborate with IT department.
- Provide regular updates to the vice president for instructional services.
- Collaborate in the development and management of agency contracts.

Knowledge, Skills and Abilities:

- Cultural competence and demonstrated evidence, understanding, and commitment to the concepts of diversity, multiculturalism, and their application in the workplace.
- In addition to the specific duties and responsibilities included herein, Pikes Peak State College administrators are responsible for certain general duties and responsibilities listed in the PPSC policy and the educational procedures manuals.
- Additional duties as assigned.

Minimum qualifications:

- Completed master's degree from an accredited institution in a discipline which falls within one of the division's programs OR completed master's degree in higher education administration OR completed master's degree in [Insert here].
- Three years of teaching experience in higher education OR three years of administrative experience in higher education OR three years of administrative experience in the [Insert here] industry.
- Demonstrated ability to work effectively with a diverse population.

Professional level experience is defined by the Colorado Division of Human Resources: A position that involves the exercise of discretion, analytical skill, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge. Colorado revised statute (C.R.S. 24-50-135(1) allows colleges to exempt positions from the State Personnel Classified System that are determined to be professional-level work.

Preferred qualifications:

- Four or more years of teaching experience in higher education OR four or more years of administrative experience in higher education OR four or more years of administrative experience in the [Insert here] industry.
- Demonstrated experience with supervising, leading, and managing faculty.
- Demonstrated experience in budget development and management.
- Demonstrated progressive leadership ability and successful record of innovation.
- Demonstrated understanding of the overall values, purpose, and mission of colleges.
- Demonstrated ability to embrace change in the ever-changing environment of higher education.
- Experience with program and institutional accreditation.

This job description reflects Pikes Peak State College's best effort to describe the essential duties and qualifications of the job. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.