



**Title:** Dean of Liberal Arts

**Campus:** Uvalde

**Job ID:** 242540710101

**Closing Date:** Until Filled

**Job Duties:** The Dean of Liberal Arts is responsible for overseeing programs in Arts, Humanities, Communication, and Science, Technology, Engineering, and Math (STEM) fields. Additional responsibilities include providing effective oversight of Distance Education programs, Instructional Technology, and collaborating with the Vice President of Academic Affairs on initiatives within the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

1. Act as chief advisor to the Vice-President of Academic Affairs in matters of college policy, particularly in instructional affairs.
2. Formulate educational policies and present them to the Faculty, the Curriculum Committee and the appropriate Vice-President for consideration.
3. Preside over meetings of the faculty.
4. Direct attention of faculty members to changing educational policy, thought, and practices, particularly as they affect higher education.
5. Supervise curriculum, courses, and methods of instruction, and evaluate instruction.
6. Recruit new faculty members and cooperate with Division Chairs in the nomination of new members for the teaching staff, make recommendations to the Vice-President of Academic Affairs regarding the promotion, demotion, or dismissal of members of the faculty.
7. Prepare reports of various kinds relating to faculty issues.
8. Make recommendations for improvements of the physical plant as it relates to the educational program.
9. Prepare the budget for the appropriate Divisions.
10. Approve requisitions for expenditures.
11. Each semester prepares the schedule of classes in cooperation with the Division Chairs and Vice-President of Student Services for day and evening classes.
12. Approve faculty travel.
13. Meet with Division Chairs and the Instructional Technology Supervisor collaboratively on a weekly basis.
14. Inspect classroom and equipment at various times.
15. Approve and follow up on maintenance work orders for faculty members.
16. Approve and review Instructional Technology updates.
17. Serve on the following:
  - Curriculum Committee
  - Distance Education Committee - Chair
  - Faculty Development Grants Committee
  - Instructional Long-Range Planning Committee
  - Service and Operations Committee
18. Assist the Vice President of Academic Affairs with monitoring and evaluating of the progress of the college toward achieving goals and objectives necessary to fulfill the college's mission.
19. Support economic and workforce development efforts and initiatives throughout the Southwest Texas College service delivery area.
20. Develop relationships with communities, employers and regional agencies in support of the department's goals and objectives. Assist other partnering institutions/departments with a similar mission.
21. Review annual strategic goals for departments and programs.
22. Contribute to grant applications, state, and federal reporting.
23. Review the Professional Development plans and semester teaching loads for all academic faculty.
24. Collaborate with the Vice President of Academic Affairs regarding THECB, SACSCOC, and other state and federal initiatives.
25. Perform other duties as may be assigned by the President.

**Classification:** Full-time, Exempt

**Department:** Liberal Arts Division

**Salary:** Commensurate with experience. Twelve-month position.



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**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, and waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Master's Degree in Curriculum and Instruction or MBA preferred, or Master's Degree and five years curriculum development at the collegiate level; Master's Degree required.

**Experience & Training:** Two years of full-time teaching experience at the college level required.

**Additional Qualification Requirements:** Excellent oral and written communication skills; Bilingual desired. Ability to work with diverse constituencies, including local Workforce Boards, School Districts, State and Federal agencies. Familiarity with writing grant applications, managing grants, and grant reporting requirements. Evidence of experience in Higher Education Administration. Evidence of effective human relations skills and ability to relate to internal and external constituencies. A vision for strengthening the College's instructional programs and services. Experience in providing services to a diverse population. Knowledge of the accreditation process and a successful track record of participation in leading a college through reaffirmation of accreditation.