



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean of Business, Science, Technology & Math
POSITION NO.	502800
LOCATION	Knight
REPORTS TO	VP Academics Affairs
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	N/A
REVISION DATE	04/2023

JOB SUMMARY:

Provide leadership in creating a culture of collaboration within the Business, Science, Technology, and Math* Division while guiding the growth and expansion of curricular offerings. Support and collaborate with the Division's chairs, faculty, and staff in a multi-campus environment.

*The Business, Science, Technology, Math division is comprised of the following departments: Biology, Business and Professional Studies, Chemistry, Computer Studies, Math, and Physics and Engineering.

DUTIES AND RESPONSIBILITIES:

Academic Leadership:

- Coordinate policy, program and degree requirement changes and development among assigned academic departments to ensure mutual understanding of divisional needs and goals.
- Develop collaborative relationships with business, industry, and the education community to facilitate the responsiveness of the workforce education programs to meet their instructional needs and provide communication links to both internal and external constituencies by serving on councils, committees, and task forces.
- Facilitate and direct the submission of business, science, technical education, and math programs curricula revisions to the Office of the Post-Secondary Council and serve as the official contact person for all business, science, technical education, and math programs curriculum-related issues.
- Facilitate the administrative oversight of campus Carl D. Perkins Grant that provides items such as equipment and supplies for workforce education programs. Work with colleagues in college district to develop the Annual Carl Perkins Grant Application.
- Guide and direct the planning and assessment process that leads to continuous improvement in the business, science, technical education, and math programs that will result in NECHE compliance relative to institutional effectiveness standards.
- Collaborate with faculty to review curricula, learning outcomes, ongoing assessment results, and current research as a basis for improving instructional offerings and outcomes.
- Oversee the College's Prior/ Experiential Learning Assessment Program; coordinate the evaluation and award of credit(s) with Department Chairpersons, Admissions & Records and Advising & Counseling.
- Assist students, faculty, business and industry with the formulation of learning contracts leading to the Associate in Applied Science – Technical Studies (ICE-TS) degree.
- Manage the operating and capital budgets for the Academic Affairs Division.
- Act as liaison between the Academic Affairs Division and Department Chairpersons on such matters as budget requests and allocation, curriculum planning and support services.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.

Management:

- Oversee Department Chairpersons within the division in the performance of tracking and analyzing of program data, specifically student performance, enrollment, retention and completion data for the division.
- Assist with the review of faculty evaluations, requests for promotion, leaves of absence and sabbatical

leaves for assigned department.

- Review and approve divisional teaching assignments and schedules to ensure workload compliance with faculty collective bargaining contract.
- Collaborate with divisional department chairs to hire and orient new full and part-time faculty.
- Coordinate with department chairs, Enrollment Services, and other academic deans to develop, monitor, and manage the master schedule.
- Oversee the divisional faculty evaluation process, review faculty evaluations, and evaluate department chairs.
- Assist with the development and implementation of a formal process for the periodic evaluation of assigned departments and programs.
- Manage special projects requiring research and/or grant proposal development, assist with data collection, analysis and reporting.
- Chair and/or participate in various divisional and college wide committees and other related duties as required by Vice President for Academic Affairs.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- A Master's Degree in a related field, required.
- Distinguished record of teaching as a full-time faculty member with earned rank within one of the disciplines within the division, required.
- Demonstrated leadership in higher education administration, required.

PREFERRED QUALIFICATIONS:

- Excellent oral, written, and interpersonal communication skills, and effective decision-making and organizational skills.
- Collective bargaining experience.
- Experience working in a unionized, multi-campus community college environment.
- Will have demonstrated effectiveness in academic program planning and evaluation, curriculum development, student learning outcomes' assessment, implementation of general education requirements, academic scheduling, and budget preparation.
- Will have familiarity with Learning Management Systems (LMS) and other instructional technologies.
- Will have experience with Banner or other higher education ERP (Enterprise Resource Planning) system.
- Will possess an earned doctorate.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.