

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN – LIBERAL ARTS & SCIENCES

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for Liberal Arts and Sciences.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree from an accredited institution required; doctorate preferred.
2. Years of experience in field: Five years of experience in teaching required. Two years of experience at the administrative level required.
3. Special skills or abilities related to position: Demonstrated commitment to and sensitivity in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. Experience in instructional design and knowledge of pedagogy. Ability to communicate facts and ideas of some complexity both in writing and in public speaking. Ability to evaluate effectiveness of programs and to provide leadership for long range planning. Proven ability of working in a collaborative work environment.

ESSENTIAL JOB FUNCTIONS:

1. Collaborate with department chairs and associate deans on program and curriculum development and other discipline matters.
2. Maintain academic standards and assist faculty in developing curriculum.
3. Provide expertise and assist in the personnel and budget planning process.
4. Demonstrate ability to develop consensus through collegial consultation.
5. Sign payroll certifiers, budget requests, etc.
6. Facilitate and coordinate the evaluation of liberal arts and sciences faculty, department chairs and associate deans.
7. Facilitate liberal arts and sciences state program review, carry out state mandates and requirements.

Revised 8-5-11

Revised 06-01-11

Revised 7-10-08

Revised 6-7-07

Revised 5-1-06

Revised 5-13-04

ESSENTIAL JOB FUNCTIONS (Continued):

8. Assist with grant applications and monitoring.
9. Assist in recruitment, retention, and registration of students.
10. Monitor and evaluate enrollments, completions, operating costs, placement and follow-up reports; recommend changes as appropriate.
11. Maintain a central pool application for adjunct positions.
12. Assume oversight responsibilities for summer terms for Liberal Arts and Sciences.
13. Collaborate with the lead administrator for the Center for Teacher Education and the International Education and English as a Second Language programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President of Academic Affairs

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