

Associate Dean & Chair Job Descriptions /Duties

January 18, 2011

Associate Dean	Department Chair
<ul style="list-style-type: none"> • Ensures the integrity, excellence and ongoing development of the divisional educational program • Represents the division regarding strategic planning issues • Represents the division regarding curriculum, faculty, budget, scheduling, course delivery and facilities • Ensures the integration/coordination of divisional programs and initiatives • Responsible for pan-institutional communication regarding the division to the Dean of Undergraduate Studies, other divisions/department's, faculty, and offices throughout the college. • Represents the division in external relations <p>Planning</p> <ul style="list-style-type: none"> • In consultation with the Dean of Undergraduate Studies, leads ongoing Divisional Planning process. • Demonstrates a vision for the division by maintaining an active professional involvement with pedagogical direction of the fields within his/her area • Assures departments within the Division develop three year curriculum plans <ul style="list-style-type: none"> ○ Works with Chairs to articulate program mission, goals and student learning outcomes ○ Works with faculty to assure everyone understands the broader vision as well as the parts to the whole. 	<ul style="list-style-type: none"> • Ensures the integrity, excellence and ongoing development of the departmental educational program • Represents the department regarding strategic planning issues • Represents the department regarding curriculum, faculty, budget, scheduling, course delivery and facilities • Ensures the integration/coordination of departmental programs and initiatives • Responsible for pan-institutional communication regarding the department to both to the departmental faculty, Associate Dean and offices throughout the college. <p>Planning</p> <ul style="list-style-type: none"> • Supervises the departmental planning process through engagement of the departmental faculty • Demonstrates a vision for the department by maintaining an active professional involvement in professional activities and direction of the field and it's pedagogy • Works with Associate Dean and departmental faculty to develop a three year departmental plan: <ul style="list-style-type: none"> ○ Defines program mission, goals & student learning outcomes ○ Works with faculty to assure everyone understands the broader vision as well as the parts to the whole.

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Curriculum	Curriculum
<ul style="list-style-type: none">• Integrates the curricula and operations of his/her Division with those of the school as a whole• Assures curriculum of division is consistent with MICA's Long Range Plan and Institutional Initiatives:<ul style="list-style-type: none">○ Student Learning Outcomes○ Values○ Community Engagement○ Diversity & Global Competencies○ Interdisciplinary○ Professional Development○ Research○ Pedagogical Quality• Assures divisional programs are in compliance with all standards of reaccrediting agencies (NASAD & Middle States)• Represent the division in curricular delivery, funding and new course development related issues• Oversees ongoing assessment process for division, including submission of all required reports<ul style="list-style-type: none">○ Works with Chairs to assure course syllabi clearly articulate student learning and professional development outcomes○ Assures student learning outcomes are achieved and measurable in both qualitative and quantitative form• Under the direction of the Dean of Undergraduate Studies, participates in a curricular review process with other Associate Dean	<ul style="list-style-type: none">• Integrates the curricula of his/her department with those of the division and school as a whole• Assures department curriculum is consistent with MICA's Long Range Plan and Institutional Initiatives:<ul style="list-style-type: none">○ Student Learning Outcomes○ Values○ Community Engagement○ Diversity & Global Competencies○ Interdisciplinary○ Professional Development○ Research○ Pedagogical Quality• Assures the department curriculum are in compliance with all stands of reaccrediting agencies (NASAD & Middle States)• Represents the department in curricular delivery, funding and new course development related issues• Oversees ongoing assessment plan and implementation for the department:<ul style="list-style-type: none">○ Works with faculty to assure course syllabi clearly outline student learning and professional development outcomes are articulated to students○ Assures student learning outcomes are achieved and measurable in both qualitative and quantitative form• Under the direction of the Associate Dean, participates in a curricular review process with other Chairs and faculty.

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- Approves new course proposals with department Chairs
- Communicates new course proposals to Dean and other Associate Dean
- In concert with the Dean, develops partnerships with other institutions and entities (as appropriate)

Scheduling and Course Management

- Responsible for an integrated schedule of divisional course offerings and faculty assignments within the division and with other Associate Dean
- Coordinates with Assistant Dean of Student Records and Dean of Undergraduate Studies to plan for and determine the necessary course allocations for the divisional course offerings
- Assures divisional course schedules and faculty assignments are reviewed and turned into Student Records in a timely fashion
- Assures divisional course listings and content are accurate
- Assures course listings and content in the MICA bulletin and/or website are accurate, consistent and up to date.
- Coordinates with other Associate Dean and Budget Contract Manager to avoid faculty scheduling conflicts and to assure contract assignments are met

- Provide new course descriptions to Associate Dean for review and approval
- Communicates new course proposals to Associate Dean and faculty
- In concert with the Associate Dean develops partnership with other institutions and entities.

Scheduling and Course Management

- Responsible for an integrated schedule of departmental course offerings and faculty assignments
- Based on course allocations given from Assistant Dean of Student Records and Associate Dean proposes a schedule of departmental course offerings and faculty assignments and advocates for additional sections as needed
- Assures departmental course schedules and faculty assignments are turned into Associate Dean in timely fashion
- Assures departmental course listings and content are accurate
- Maintain an accurate list of all full-time and part-time faculty members.
- On an annual basis, works with the Associate Dean to assure accuracy of program content for the *MICA Academic Bulletin* and other publications:

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- In concert with department Chair's, review and approve program and scheduling content for the development of the MICA Academic Bulletin:
 - Assures the general academic requirements, and the specific requirements necessary to complete a degree (major, minor or concentration) are accurate
 - Works with Chairs in a substantial revision of active courses. Determine that pre-requisites are accurate, remove discontinued courses, edit descriptions of inactive that have not been offered in two years.
 - Assures all departments have developed a clear and updated program description for the MICA Academic Bulletin.
 - Assures divisional degree plans list in detail the specific courses that are required as well as the number of credits required to graduate with a degree from each program.
 - Reviews catalog numbers and titles of each course listed in the degree plans, as well as how many credits a course is listed as worth.
 - In preparing the annual
- Create an updated program description that clearly defines what students can expect from earning a degree from the program.
- Assures departmental degree plan list in detail the specific courses that are required for majors and concentrators/minors.
- Reviews catalog numbers and titles of each course listed in the degree plans, as well as how many credits a course is listed as worth.
- Works with Dean of Continuing Studies regarding content of the pre-college core and workshop classes for high school students to assure they provide them with necessary skills sets for entering into major.
- Works with faculty in a substantial revision of active courses. Determine that pre-requisites are accurate, remove discontinued courses, and edit descriptions of inactive that have not been offered in two years.
- In preparing the annual schedule and in reviewing course material for the bulletin, assures the following components have been addressed:
 - Course number
 - The department in which the course belongs
 - Catalog number
 - Section number
 - Credits student will earn from course
 - Instructor
 - Facility, day and time
 - Enrollment capacity
 - Enrollment restrictions
 - Material fees or texts required

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- Division schedule and in reviewing course material for the bulletin assure the following components have been addressed:

- Course number
- The department in which the course belongs
- Catalog number
- Section number
- Credits student will earn from course
- Instructor
- Facility, day and time
- Enrollment capacity
- Enrollment restrictions
- Material fees or texts required

- Interface with the Communications Office and Office of Student Records regarding divisional MICA Academic Bulletin content

- In consultation with the Dean, responsible for approving any degree plan changes, forwarding to Student Records and communicating rational to Academic Advisors
- Leads the division in examining, delivering and assessing new efficient and effective course delivery methods
- Coordinates with Dean of Continuing Studies and Chair's on the development and recruitment of short-term travel programs (domestic and international).
- Works with Director of Community Engagement
- Works with Dean and Director of International Programs to develop, assess and recruit for international exchange programs

- Coordinate with Dean of Continuing Studies on scheduling summer course offerings and teaching assignments
- Assures courses covered with staff in the case of a faculty absence
- Seeks more efficient and effective curriculum delivery methods within the department

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- Works with Vice Provost for Research on project-based learning opportunities and external organizations

Divisional Management

- Provides leadership and ensures a sense of community for the students, faculty and staff with the division
- Participates as member of Dean's Council and attends regular meetings
- Supervises monthly divisional meetings with Chairs of department in cluster
- Solicits ideas from Chairs on how to improve the division
- Informs the faculty of division, college, and university concerns
- Works with Dean and division's Chairs to assure the development and implementation of pan-institutional policies
- Represents the divisional staffing needs to the Dean of Academic Service and College
- Oversight of the divisional staff
- Oversees divisional Visiting Artist series
- Coordinates with Associate Provost of Research regarding departmental or faculty research issues and projects

Departmental Management

- Provides leadership and ensures a sense of community for the students, faculty and staff with the department
- Holds monthly departmental meetings with faculty
- Attends Chair Meetings
- Participates in college committees
- Informs the faculty of department , college, and university concerns
- Solicits ideas from faculty on how to improve the department
- Maintains a conducive work climate, including reducing conflicts
- Assures faculty are informed of and in compliance with MICA policies
- Represents the departmental staffing needs to the Associate Dean
- Prepare department's Annual Report
- Ensure maintenance of accurate department records
- Assigns duties to faculty

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| <ul style="list-style-type: none">• Coordinates with Director of Community Engagement regarding community engagement projects• Manages divisional faculty development and resources:<ul style="list-style-type: none">○ Oversight of Chair and Faculty professional development○ Provides formal and informal Chair leadership and training○ Encourages Chair and faculty research and publication• Recruits and approves department's recommendation for Chairs.• Supervises Chair evaluation and ratification• Maintains conducive work climate, including reducing conflicts• Works with Advancement on managing external funds (grants and donors)• Prepare Divisional Annual Report to Dean• Assures division maintains appropriate archive material of student work• Ensure maintenance of accurate department records• Participates in College committees• Oversight and Collection of Divisional syllabi, faculty CV and bio's | <ul style="list-style-type: none">• Provide external leadership for department by working with constituents to coordinate department activities• Assures department maintains appropriate archive material of student work• Responsible for portfolio reviews for admissions regarding Advanced Placement |
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Faculty Hiring and Management

- Responsible for planning for faculty full-time hiring needs within division and making full-time hiring requests to Dean of Undergraduate Studies
- Responsible for the oversight of divisional search process:
 - Search committee training
 - Review of job descriptions
 - Recruiting faculty
 - Posting of job descriptions
 - Interfacing with Human Resources
 - Oversight of divisional search budget
 - Assure finalists have appropriate visa to work in this country
 - Interviewing final candidates
 - Making final recommendation for hire to Dean of Undergraduate Studies
 - Working with Faculty Contract Committee on placement on the Faculty Salary Scale with new candidates
 - Assures Student Records is aware of scheduling requirements of new faculty hires
 - Writes Preliminary Contract Offer letter to candidate
 - Assuring Budget and Contract Manager has necessary candidate CV, faculty, Preliminary Contract Offer, and Faculty Salary Placement sheet for Academic Affairs Faculty file
- Works with department Chair, Director of Human Resources, Budget and Contract Manager and faculty to manage leave of absence issues

Faculty Hiring and Management

- Determines departmental full-time faculty new hiring needs and submits hiring request to Associate Dean
- Supervision of departmental search process
 - Draft job description
 - Recruiting faculty
 - Recruitment of diversity candidates
 - Assure searches conducted in manner consistent with MICA policies and guidelines
 - Manage departmental search budget
 - Recommend search committee
 - Assure scheduling placement for new hires
 - Assure Associate Dean has necessary materials (CV and cover letter) for interviewing and candidates and placing finalist on faculty salary scale.
- Informs Associate Dean of any faculty absences and assures course are appropriately covered
- Responsible for the mentoring faculty
- Supervision of contract renewal process for departmental faculty:
 - Contract Renewal:
 - In concert with faculty member organize peer review committees and materials
 - Write letter of recommendation for Associate Dean
- Makes requests for sabbatical and or LOA replacements
- Forwards faculty housing and travel requests to Associate Dean
- Recruitment and hiring of part-time faculty

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- Oversight of division faculty contract related issues for the division:
 - Oversight of contract renewal for divisional faculty
 - Sabbaticals
 - Leave of Absences
 - Chair ratification and evaluation
 - Coordinate with Dean regarding Faculty Housing and travel needs
 - Job performance concerns
 - Faculty Software
 - Part-time hiring
- Ensures courses are covered with staff in the event of faculty absence

Students/Advising

- Addresses special student and parent concern that are not addressed at the departmental level
- Meets with student Divisional representatives once a semester
- In coordination with Career Development office, supervises student internship and allocates appropriate credit

Students/Advising

- Responsible for meeting and communicating with majors and concentrators
- Primary point of contact for student and parent concerns
- Review portfolios for advanced placement consideration
- Selects and meets with departmental SVA representatives on a monthly basis
- Responsible for signing permission student course enrollment forms when instructor is not available.

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<p>Budget Oversight</p> <ul style="list-style-type: none">• Prepares and has primary responsibility for Divisional Budget and Departmental allocations of Capital Budget<ul style="list-style-type: none">○ Material Fees○ Restricted accounts within the division• Coordinates with Chairs regarding budget needs	<ul style="list-style-type: none">• In concert with Student Records sign student Academic Cooperation Course forms• Sign off on student Change of Major forms and inform department Chairs• Write letter of recommendations for students:<ul style="list-style-type: none">○ Internship/jobs○ Graduate School○ Study abroad• Responsible for advising for majors and concentrators:<ul style="list-style-type: none">○ Signing waivers/course substitutions○ Internships○ Independent Study○ Study abroad or mobility○ Career Development• Meets with prospective students <p>Budget Oversight</p> <ul style="list-style-type: none">• Prepares and advocates for budget needs• Responsible for the management of the departmental operating and capital budget
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Facilities Planning and Management

- In coordination with the Dean of Academic Services, is responsible for the primary space and facility planning and facility management for the division
- Works with departmental Chairs to identify and plan for Divisional facility needs

Technology Planning and Management

- In coordination with the Dean of Academic Services and Director of Academic Technology, supervises planning and management of divisional technology needs.

Events

- Assure the division is represented in all MICA programs and events:
 - Departmental exhibitions
 - Senior Show
 - Speaker Series
 - Housing Visitors Orientation
 - Transfer Student Luncheon
 - Open House
 - Parents Weekend
 - Internship Fair

Facilities Planning and Management

- General oversight of departmental facilities and operations
- Advocates for additional facility resource needs

Technology Planning and Management

- Oversight of departmental technology planning and management for facilities and faculty
- Advocates for departmental technology needs and services

Events

- Assure the department is represented in all MICA programs and events:
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 - Open House
 - Parents Weekend
 - Internship Fair

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Advancement/Alumni/Communications

- Represents the division in Advancement and Alumni related issues
- Oversight of divisional website content development

Admissions

- Assure departmental faculty representation for various admission events: Campus Visit Days
 - National Portfolio Day Association Events
 - MICA National Portfolio Day
 - Prospective Student Scholarship Jury
 - High School Art Teacher Fly-in
 - Open House
 - Maryland Independent College and University Association (MICUA): High School Guidance Counselor Tour
 - MICA Advanced Placement Selection

Advancement/Alumni/Communications

- Acknowledging donations
- Maintains and communicates an updated list of department graduate and alumni professional activities
- Oversight of department website content

Admissions

- Assure departmental faculty representation for various admission events: Campus Visit Days
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