## Associate Dean & Chair Job Descriptions / Duties

### January 18, 2011

<table>
<thead>
<tr>
<th>Associate Dean</th>
<th>Department Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensures the integrity, excellence and ongoing development of the divisional educational program</td>
<td>• Ensures the integrity, excellence and ongoing development of the departmental educational program</td>
</tr>
<tr>
<td>• Represents the division regarding strategic planning issues</td>
<td>• Represents the department regarding strategic planning issues</td>
</tr>
<tr>
<td>• Represents the division regarding curriculum, faculty, budget, scheduling, course delivery and facilities</td>
<td>• Represents the department regarding curriculum, faculty, budget, scheduling, course delivery and facilities</td>
</tr>
<tr>
<td>• Ensures the integration/coordination of divisional programs and initiatives</td>
<td>• Ensures the integration/coordination of departmental programs and initiatives</td>
</tr>
<tr>
<td>• Responsible for pan-institutional communication regarding the division to the Dean of Undergraduate Studies, other divisions/department’s, faculty, and offices throughout the college.</td>
<td>• Responsible for pan-institutional communication regarding the department to both the departmental faculty, Associate Dean and offices throughout the college.</td>
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<tr>
<td>• Represents the division in external relations</td>
<td>Planning</td>
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<tr>
<td></td>
<td>• Supervises the departmental planning process through engagement of the departmental faculty</td>
</tr>
<tr>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>• In consultation with the Dean of Undergraduate Studies, leads ongoing Divisional Planning process.</td>
<td>• Works with Associate Dean and departmental faculty to develop a three year departmental plan:</td>
</tr>
<tr>
<td>• Demonstrates a vision for the division by maintaining an active professional involvement with pedagogical direction of the fields within his/her area</td>
<td>o Defines program mission, goals &amp; student learning outcomes</td>
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<tr>
<td>• Assures departments within the Division develop three year curriculum plans</td>
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</tr>
<tr>
<td>o Works with Chairs to articulate program mission, goals and student learning outcomes</td>
<td>o Works with faculty to assure everyone understands the broader vision as well as the parts to the whole.</td>
</tr>
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<td>o Works with faculty to assure everyone understands the broader vision as well as the parts to the whole.</td>
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</tbody>
</table>
Curriculum

• 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:
  o Student Learning Outcomes
  o Values
  o Community Engagement
  o Diversity & Global Competencies
  o Interdisciplinary
  o Professional Development
  o Research
  o 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
  o Works with Chairs to assure course syllabi clearly articulate student learning and professional development outcomes
  o 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

Curriculum

• 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:
  o Student Learning Outcomes
  o Values
  o Community Engagement
  o Diversity & Global Competencies
  o Interdisciplinary
  o Professional Development
  o Research
  o Pedagogical Quality

• Assures the department curriculum are in compliance with all standards 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:
  o Works with faculty to assure course syllabi clearly outline student learning and professional development outcomes are articulated to students
  o 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.
### Associate Dean & Chair Job Descriptions /Duties

**January 18, 2011**

<table>
<thead>
<tr>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Approves new course proposals with department Chairs</td>
<td>Provide new course descriptions to Associate Dean for review and approval</td>
</tr>
<tr>
<td>Communicates new course proposals to Dean and other Associate Dean</td>
<td>Communicates new course proposals to Associate Dean and faculty</td>
</tr>
<tr>
<td>In concert with the Dean, develops partnerships with other institutions and entities (as appropriate)</td>
<td>In concert with the Associate Dean develops partnership with other institutions and entities.</td>
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</tbody>
</table>

#### 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

- 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:
<table>
<thead>
<tr>
<th>Duties</th>
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<tbody>
<tr>
<td>• In concert with department Chair’s, review and approve program</td>
<td>• Create an updated program description that clearly defines what students can expect from earning a degree from the program.</td>
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<td>and scheduling content for the development of the MICA Academic</td>
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<td>Bulletin:</td>
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<tr>
<td>o Assures the general academic requirements, and the specific</td>
<td>• Assures departmental degree plan list in detail the specific courses that are required for majors and concentrators/minors.</td>
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<td>requirements necessary to complete a degree (major, minor or</td>
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<td>concentration) are accurate</td>
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<tr>
<td>o Works with Chairs in a substantial revision of active courses.</td>
<td>• 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.</td>
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<td>Determine that pre-requisites are accurate, remove discontinued</td>
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<td>courses, edit descriptions of inactive that have not been offered</td>
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<td>in two years.</td>
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<td>o Assures all departments have developed a clear and updated</td>
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<tr>
<td>program description for the MICA Academic Bulletin.</td>
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<tr>
<td>o Assures divisional degree plans list in detail the specific</td>
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<tr>
<td>courses that are required as well as the number of credits required</td>
<td></td>
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<tr>
<td>to graduate with a degree from each program.</td>
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<tr>
<td>degree plans, as well as how many credits a course is listed as</td>
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<td>worth.</td>
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<td>o In preparing the annual</td>
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Associate Dean & Chair Job Descriptions /Duties

January 18, 2011

- 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

- 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

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<tr>
<td>• Works with Vice Provost for Research on project-based learning opportunities and external organizations</td>
<td>• Provides leadership and ensures a sense of community for the students, faculty and staff with the division</td>
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<tr>
<td></td>
<td>• Holds monthly departmental meetings with faculty</td>
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<td>• Participates as member of Dean’s Council and attends regular meetings</td>
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<td></td>
<td>• Attends Chair Meetings</td>
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<td>• Supervises monthly divisional meetings with Chairs of department in cluster</td>
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<td>• Participates in college committees</td>
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<td>• Solicits ideas from Chairs on how to improve the division</td>
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<td></td>
<td>• Informs the faculty of division, college, and university concerns</td>
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<tr>
<td></td>
<td>• Solicits ideas from faculty on how to improve the department</td>
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<td>• Works with Dean and division’s Chairs to assure the development and implementation of pan-institutional policies</td>
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<td>• Maintains a conducive work climate, including reducing conflicts</td>
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<td>• Represents the divisional staffing needs to the Dean of Academic Service and College</td>
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<tr>
<td></td>
<td>• Assures faculty are informed of and in compliance with MICA policies</td>
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<tr>
<td></td>
<td>• Oversight of the divisional staff</td>
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<td></td>
<td>• Represents the departmental staffing needs to the Associate Dean</td>
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<td>• Oversees divisional Visiting Artist series</td>
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<td>• Prepare department’s Annual Report</td>
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<td></td>
<td>• Coordinates with Associate Provost of Research regarding departmental or faculty research issues and projects</td>
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<tr>
<td></td>
<td>• Ensure maintenance of accurate department records</td>
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<td></td>
<td>• Assigns duties to faculty</td>
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<tr>
<td>Duties</td>
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<tr>
<td>• Coordinates with Director of Community Engagement regarding community engagement projects</td>
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<tr>
<td>• Manages divisional faculty development and resources:</td>
<td></td>
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<tr>
<td>o Oversight of Chair and Faculty professional development</td>
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<tr>
<td>o Provides formal and informal Chair leadership and training</td>
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<tr>
<td>o Encourages Chair and faculty research and publication</td>
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<tr>
<td>• Recruits and approves department’s recommendation for Chairs.</td>
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<tr>
<td>• Supervises Chair evaluation and ratification</td>
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<tr>
<td>• Maintains conducive work climate, including reducing conflicts</td>
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<tr>
<td>• Works with Advancement on managing external funds (grants and donors)</td>
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<tr>
<td>• Prepare Divisional Annual Report to Dean</td>
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<tr>
<td>• Assures division maintains appropriate archive material of student work</td>
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</tr>
<tr>
<td>• Ensure maintenance of accurate department records</td>
<td></td>
</tr>
<tr>
<td>• Participates in College committees</td>
<td></td>
</tr>
<tr>
<td>• Oversight and Collection of Divisional syllabi, faculty CV and bio’s</td>
<td></td>
</tr>
<tr>
<td>• Provide external leadership for department by working with constituents to coordinate department activities</td>
<td></td>
</tr>
<tr>
<td>• Assures department maintains appropriate archive material of student work</td>
<td></td>
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<tr>
<td>• Responsible for portfolio reviews for admissions regarding Advanced Placement</td>
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</tbody>
</table>
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:
  o Search committee training
  o Review of job descriptions
  o Recruiting faculty
  o Posting of job descriptions
  o Interfacing with Human Resources
  o Oversight of divisional search budget
  o Assure finalists have appropriate visa to work in this country
  o Interviewing final candidates
  o Making final recommendation for hire to Dean of Undergraduate Studies
  o Working with Faculty Contract Committee on placement on the Faculty Salary Scale with new candidates
  o Assures Student Records is aware of scheduling requirements of new faculty hires
  o Writes Preliminary Contract Offer letter to candidate
  o 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
  o Draft job description
  o Recruiting faculty
  o Recruitment of diversity candidates
  o Assure searches conducted in manner consistent with MICA policies and guidelines
  o Manage departmental search budget
  o Recommend search committee
  o Assure scheduling placement for new hires
  o 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:
  o Contract Renewal:
    o 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
Associate Dean & Chair Job Descriptions /Duties

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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.
Associate Dean & Chair Job Descriptions / Duties

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Budget Oversight

- Prepares and has primary responsibility for Divisional Budget and Departmental allocations of Capital Budget
  - Material Fees
  - Restricted accounts within the division
- Coordinates with Chairs regarding budget needs

- 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:
  - Internship/jobs
  - Graduate School
  - Study abroad

- Responsible for advising for majors and concentrators:
  - Signing waivers/course substitutions
  - Internships
  - Independent Study
  - Study abroad or mobility
  - Career Development

- Meets with prospective students

Budget Oversight

- Prepares and advocates for budget needs

- Responsible for the management of the departmental operating and capital budget
### 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:
  - Departmental exhibitions
  - Senior Show
  - Speaker Series
  - Housing Visitors Orientation
  - Transfer Student Luncheon
  - Open House
  - Parents Weekend
  - Internship Fair
### 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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  - MICA National Portfolio Day
  - Prospective Student Scholarship Jury
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  - Open House
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