

Associate Provost & Dean of Arts & Sciences

Position Description

The Associate Provost and Dean of Arts and Sciences reports directly to the Provost and Vice Chancellor of Academic Affairs. S/he is an active member in decision-making processes in the Academic Affairs divisions. S/he is responsible for assisting the Provost in planning, directing, evaluating and developing undergraduate and graduate academic programs. The Associate Provost will collaborate with other divisions at Methodist College in response to evolving issues, and provide leadership in developing and achieving strategic initiatives.

Education:

An earned doctorate in any general education discipline appropriate to responsibilities and subject matter in General Studies (Biological or Life Sciences, English or Communication, Humanities, Math, or Behavioral/Social Sciences) from a regionally accredited institution of higher education is required. Must be qualified to teach undergraduate course(s) comprising the core general studies curriculum.

Experience:

- Minimum two years as a department head or program director/administrator (as of start date in position).
- Teaching experience at the higher education level.

Knowledge, Skills and Abilities:

1. Ability to manage competing priorities in a time sensitive manner
2. Experience with development and management of budgets in a fiscally responsible manner
3. Strong background in higher education settings with demonstrated commitment to shared government and academic freedom, balanced with the ability to move initiatives forward in a collaborative manner.
4. Demonstrates experience in program planning, project management, and budget development.
5. Effectively promotes an academic environment of professional growth, accountability, and success.
6. Has experience in pedagogical practices that facilitate student engagement and success in learning; such as online learning and curriculum design.
7. Demonstrates the ability to complete assessment of student learning and student learning outcomes.
8. Must possess:
 - excellent communication and interpersonal skills, including public speaking
 - strong work ethic with proven track record of project completions and multi-tasking

- the ability to handle high pressure environments with timeline expectations and accountability Is able to work independently with minimal supervision and maintain a high quality in work output.
9. Must be able to:
- work independently with minimal supervision
 - work collaboratively and professionally in a team environment
 - demonstrate personal and professional integrity at all times.

Responsibilities:

1. Provides leadership in personnel decisions, curriculum and instruction. Participates in the hiring process as well as supervises, trains, coaches and evaluates direct reports in accordance with established policies and procedures.
2. Expands and strengthens liaisons with other educational institutions to promote articulation, communication, and cooperative planning.
3. Participates in program reviews and accreditations. Ensure that all the programs conform to and exceed standards.
4. Develops and implements an efficient and effective class schedule for each semester.
5. Provides leadership in strategic planning for Arts and Science and for program/certificate/course development to ensure a premier college with quality education. Formulates, recommends, and implements, as appropriate, instructional plans, policies and practices to ensure quality.
6. Participate in developing and/or writing local, state, or federal grant applications.
7. Serves at the appropriate level in all faculty governance committees and other appropriate college and community committees.
8. Works effectively with faculty in a shared governance environment to create curricula and support faculty in their faculty roles.
9. Works effectively with Chancellor, Provost, Deans, Chairs, Directors, and others across departments.
10. Communicates with faculty and staff, as appropriate, to ensure that all are informed of policies, procedures, and initiatives in Arts and Science.
11. Develops, with Faculty, general studies courses to support the Bachelor of Science degree programs.
12. Develop measurable learning outcomes for the curriculum and the courses that comprise the curriculum.
13. Develop a plan for assessment of learning outcomes and monitor for quality outcomes.
14. Comply with regulatory requirements of accrediting and approval bodies.
15. Ensures proper instruction and delivery of the general studies curriculum, and ensures that the learning environment meets the curricular requirements.
16. Works with Faculty committees to ensure the successful and effective creation and assessment of academic goals, objectives, and student learning outcomes in a manner consistent with the Institutional Effectiveness Plan.
17. Manages recruitment, orientation, and training of new faculty in collaboration with the Provost, Deans, and Department Chairs, as well as the Human Resources Manager.

18. Communicates performance expectations to instructional faculty, monitors performance, analyzes key performance indicators, provides coaching and feedback, evaluates performance, recommends development strategies, and applies corrective action.
19. Serves as general studies curriculum resource for students and faculty, providing support for new program development.
20. Monitors student performance indicators.
21. Serves as the direct report for the Director of the Student Success Center.
22. Serves as the direct report for the Director of the Center for Teaching and Learning.
23. Serves as the direct report for the Director of Library Services.
24. Serves as the direct report for the Director of Academic Advising.
25. Conducts regular general studies faculty meetings to discuss effectiveness measures and engage in continuous quality improvement of instructional design and delivery.
26. Facilitates resolution of student complaints and concerns.
27. Completes professional development activities to maintain subject matter expertise, administrative responsibilities, and higher educational proficiency.
28. Represents the general studies curriculum in accreditation and other endeavors undertaken by the College.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Gives voice to values to create an inclusive, collaborative climate.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to maintain confidentiality where appropriate.
- Ability to project a professional, friendly, and helpful demeanor.