

Position: Assistant Academic Dean

Department: Academic Affairs

Reports to: Provost

Job Summary: Assists the Provost with the conception and supervision of the academic program. Works directly with students, faculty and department chairs as well as other administrators, both inside and outside of the College, to facilitate registration, retention, program development and assessment efforts at the College. Assists the Provost with new programs and interdisciplinary initiatives.

Duties and Responsibilities:

- Develops divisional and department goals.
- Supervises quinquennial reviews in connection with College's ongoing re-accreditation.
- Supervises evaluation, assessment and revision of current curricula and academic programs.
- Assists in the development of transfer and articulation agreements, bridge programs and Veterans programs
- Assists in the documentation, submission, and follow-up to various entities in connection with existing and developing undergraduate and graduate College programs. Such entities include, but are not limited to, the Department of Education, New York State, and Middle States.
- Supervises the faculty evaluation process including appointments, reappointments and promotion in accordance with the College's Faculty Statutes and adjunct faculty collective bargaining agreement.
- Coordinates adjunct faculty and special faculty payrolls.
- Assists in the supervision of department chairs in fulfilling their duties and responsibilities.
- Assists and advises the Provost, other Deans, the Registrar and Chairpersons regarding course scheduling and cancellation of courses.
- In cooperation with the Registrar, reviews, prepares and edits copy for the biennial College Catalogue for submission to the Director of Communications. This also requires preparation of material for the annual supplement
- Serves as the Provost's representative on the Honors Program Council.
- Assists the Provost in the supervision of Provost's office staff.
- Assists students and faculty regarding academic advisement matters
- Authorizes course withdrawals, waivers and substitution for degree requirements
- Reviews and approves applications for permission to register for courses off-campus
- Reviews and evaluates credentials submitted for veteran's credit, CLEP examination credit, NYU foreign language exam credit and advanced placement credit
- Acts as liaison with the Department Chairpersons and the Office of Human Resources regarding the hiring of adjunct faculty
- Supervises independent study, field placement and other non-classroom courses
- Authorizes academic dismissals and acts as liaison with the Admissions Office with respect to the readmission of former students

- Assists in miscellaneous daily operational activities such as meeting students and faculty with problems, completing questionnaires and surveys, etc.
- All other duties assigned by the Provost

Qualifications:

- An earned doctorate in a discipline represented among the College's course offerings.
- College teaching experience.
- Supervisory experience.
- Experience with academic advisement and assessment.
- Proficiency with various learning management software/courseware and related technologies.
- Ability to work with a diverse faculty and student body.
- Superior interpersonal, communication, collaboration skills.

Interested applicants can apply by clicking [here](#)