



*Posted Internally & Externally
September 30, 2009*

Job Description

DEAN OF CURRICULUM PROGRAMS

SCOPE OF DUTIES:

The Dean of Curriculum Programs develops academic policies and programs for the college. He or she directs and coordinates activities of divisional heads and departmental chairpersons/program coordinators within the area of curriculum studies. The Dean advises the President in personnel matters, as they relate to his or her area of responsibility. He or she determines the scheduling of courses and recommends implementation, creation and termination of additional courses and programs. The Dean is responsible for the coordination of faculty advising. He or she participates in activities of faculty committees, and in the development and management of the budget for the academic area.

The primary advisor to the President for academic matters, the Dean shall serve as the liaison officer with accrediting agencies, which evaluate academic programs and is the College's Chief Academic Officer (CAO) He or she may serve as the Chief Executive Officer (CEO) in absence of the President and serves on the President's Advisory Council. The Dean of Curriculum Programs also provides general direction to the Learning Resources Center.

QUALIFICATIONS:

The successful candidate must have a masters' degree in one of the curriculum areas taught at the College, with a doctorate preferred. He or she should have a minimum of three years teaching experience in a post-secondary institution, preferably in a community college. The successful candidate should show evidence of progressive growth within a post-secondary institution up through the level of division director or dean. The candidate must have extensive knowledge of program development, growth and maintenance. An understanding of the curriculum process as it relates to the North Carolina Community College System is a plus. Individuals that have experience or can demonstrate a more than cursory knowledge of the regional accreditation process as it relates to educational institutions are highly desirable. The ideal candidate will possess superior communication skills, both oral and written. He or she should possess a fundamental belief in shared governance and teamwork. The person must be able to relate to and successfully lead faculty, while adhering to a high standard of accountability. The individual should possess a high degree of organizational skills, while operating comfortably in an atmosphere requiring a degree of flexibility and patience. The person must genuinely like students and be an advocate for their success. Finally, the ultimate candidate must be vision driven and have the ability to buy into an institutional direction set forth by the President in conjunction with important constituents both internal and external to the College.

STARTING DATE:

The review of applications shall begin October 20, 2009; however, the position is open until filled. Interested candidates should submit a letter of application outlining his/her suitability for the position based upon the qualifications listed above to: Human Resources, Roanoke-Chowan Community College, 109 Community College Road, Ahoskie NC 27910. The candidate should thoroughly outline how his/her experiences as they relate to and fulfill the stated criteria. The projected starting date shall be January 4, 2010. EOE