

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Dean, Academic Affairs

BOT Date: Oct 1, 1996

Level: ADM05

FLSA Status: Exempt

Class Code: A0513

Adm. Rev:

GENERAL DESCRIPTION

Supervises and coordinates the operations and administration of the Academic Affairs program for an assigned campus to ensure effective delivery and management of all instructional programs. Responsible for Academic Affairs program activities including: curriculum development and evaluation; academic planning and outcome assessment; budget management; faculty and support staff development and evaluation; and scheduling and staffing of classes.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
|------|--|-----------|
| 1. * | Develops and staffs the complete schedule of classes for campus. | 20% |
| 2. * | Supervises and evaluates faculty and staff. | 20% |
| 3. | Provides leadership and support for planning and growth activities in all campus academic programs and for assessment activities; assists faculty and administrators in curriculum development and evaluation. | 20% |
| 4. | Develops and manages the Academic Affairs budget. | 20% |
| 5. | Coordinates and ensures the preparation and timely handling of paperwork including PAN forms, SQES screens, contracts, leave forms, substitute pay, travel reimbursements, office hours schedules, and syllabi for all unit employees. | 20% |
| 6. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

<i>Class Title:</i> Dean, Academic Affairs	<i>Class Code:</i> A0513	<i>Level:</i> ADM05
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Master's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<i>Impact on Grant Funds:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<i>Impact on Revenue Generating:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<i>Internal Contacts:</i>	Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	Multiple Professional Skills: Requires extensive knowledge in several professional disciplines and is able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of the College. May act in a consultative capacity using broadly recognized expertise.	
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	