



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

| | |
|-----------------------|--|
| POSITION: | Dean of Arts, Humanities and Social Sciences |
| LOCATION: | Academic Affairs |
| REPORTS TO: | Vice President for Academic Affairs |
| GRADE: | BOE 18 |
| WORK SCHEDULE: | Non-standard, 35 hours per week |

CCRI Mission: The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Facilitate the development, delivery and assessment of curricula in Arts, Humanities, and Social Sciences* degree and certificate programs. Support and collaborate with the Division's chairs, faculty, and staff in a multi-campus environment.

*The Arts, Humanities, and Social Sciences division is comprised of the following departments: Art, Criminal Justice and Legal Studies, English, Foreign Languages and Cultures, Human Services, Performing Arts (Music and Theatre), Physical Education, Psychology, and Social Sciences (Anthropology, Economics, Geography, History, Philosophy, Political Science, and Sociology).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Academic Leadership:

- Provide leadership for the development and implementation of programs, initiatives, and projects in the Arts, Humanities, and Social Sciences
- Collaborate with faculty to review curricula, learning outcomes, ongoing assessment results, and current research as a basis for improving instructional offerings and outcomes

Knight Campus

- Coordinate curricula, program development, academic policy, and program and degree requirement changes within Division
- Manage and coordinate scheduling and academic offerings at all campuses in collaboration with other academic deans
- Coordinate the Honors, Study Abroad, and other special programs
- Collaborate with the other academic deans to provide leadership in the Liberal Arts and General Studies programs
- Support the professional development of divisional faculty and seek resources to promote effective teaching and learning
- Provide direction that assists divisional faculty and staff in meeting the stated expectations and responsibilities of governing contracts
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Management:

- Provide leadership and oversight that results in enhancing institutional effectiveness, particularly within the Academic Affairs division
- Collaborate with divisional department chairs to hire and orient new full and part-time faculty
- Review divisional teaching assignments and schedules to ensure workload compliance with faculty collective bargaining contract
- Oversee the divisional faculty evaluation process, review faculty evaluations, and evaluate department chairs
- Review and evaluate sabbatical leave, tenure, and promotion applications for divisional faculty
- Conduct on-going divisional meetings with department chairs to strengthen communication, collaboration, and program effectiveness
- Prepare and manage divisional budget.
- Coordinate with department chairs to establish divisional priorities that support CCRI's current Strategic Plan and review and monitor departmental budgets
- Coordinate with department chairs, Enrollment Services, and other academic deans to develop, monitor, and manage the master schedule
- Chair or participate in various academic affairs and college-wide committees, as appropriate
- Promote understanding of standards required for regional NEASC accreditation
- Contribute to the development and management of externally funded grant projects related to the academic division
- Assist the Vice President for Academic Affairs with the administration of the Division of Academic Affairs and perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

MINIMUM QUALIFICATIONS:

- A Master's Degree in Arts, Humanities Social Sciences or related field required.
- Distinguished record of teaching as a full-time faculty member with earned rank within one of the disciplines within the division.
- A minimum of three years of higher education administration experience, preferred, in a unionized, multi-campus community college environment
- Demonstrated effectiveness in academic program planning and evaluation, curriculum development, student learning outcomes' assessment, implementation of general education requirements, academic scheduling, and budget preparation
- Excellent oral, written, and interpersonal communication skills, and effective decision-making and organizational skills.

PREFERRED QUALIFICATIONS:

- Earned doctorate preferred.
- Collective bargaining experience
- Familiarity with Learning Management Systems (LMS) and other instructional technologies
- Experience with Banner or other higher education ERP (Enterprise Resource Planning) system

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://www.ccri.edu/campuspolice/clery/report/>