



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean of Academic Affairs
POSITION NO.	502926
LOCATION	Knight
REPORTS TO	Vice President for Academic Affairs (VPAA)
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional and clerical staff
LIMITATION (if applicable)	N/A
REVISION DATE	July 2023

JOB SUMMARY:

Reporting to the Vice President for Academic Affairs, the Dean of Academic Affairs leads an array of responsibilities in analysis, planning, and implementation of strategic academic priorities across the division. The Dean of Academic Affairs will assume a leadership role to evaluate, recommend, and coordinate improvements to core processes and policies impacting academic quality, academic reporting, academic analytics, course/program availability, efficiency of program delivery, academic administration, and an integrated approach to program offerings and use of technology in all aspects of teaching and learning. The Dean of Academic Affairs will work with the Advancement Office to lead academic grant initiatives.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

Academic Management:

- Leads the development and implementation of Academic Master Plan activities
- Assists in the process of institutional accreditation according to NECHE standards
- Collects, analyzes and uses relevant data to create reports/presentations that helps to inform decision-making and recommendations to senior academic leadership team
- Oversees the general education program, in collaboration with Director of Academic Program Review and Accreditation. Accountable for reporting on effectiveness of general education program
- Participates in the development of budget that promotes student success and equitable outcomes

Academic Leadership:

- Supports expansion and quality of online education through oversight of the online learning and instructional design departments
- Promotes teaching excellence through quality instruction and professional development activities for teaching faculty, in collaboration with the Center for Teaching Excellence
- Collaborates with The Director of Academic Program Review and Accreditation on matters related to programmatic recommendations.
- Assists deans and VPAA in oversight of curriculum

Divisional Support:

- Represents the VPAA, on internal and external committees
- Collaborates with the Academic Deans and Department Chairs to review and assess curriculum
- Leads academic grant initiatives in partnership with the Advancement Office
- Synthesizes and prepare reports for VPAA
- Creates and implement strategies for the improvement of retention, degree completion, remediation, and other measures of academic success under the direction of the Vice President for Academic Affairs
- Reviews faculty tenure and promotion applications

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's Degree in related field required

PREFERRED QUALIFICATIONS:

- Ph.D. preferred
- Experience in the development and assessment of academic support systems
- Excellent attention to detail and strong writing skills.
- Strong project management, organizational, analytical, and problem solving skills, including the ability to work independently and as a member of the team, attend to multiple projects simultaneously, and meet deadlines.
- Excellent interpersonal skills, ability to communicate with a broad range of senior level administrators complex ideas clearly and persuasively, verbally and in writing.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.