

Mars Hill University
POSITION DESCRIPTION

Position: Division Dean
Reports to: Vice President for Academic Affairs
Status: Full-time, 11 months, faculty

Summary: Division Deans are the senior academic administrators for all programs in their divisions (Fine Arts, Humanities & Social Sciences, Mathematics & Natural Science, and Professional Programs). Division Deans collaborate with Department Chairs to provide, review, and improve academic programs in their divisions. Division Deans advise and consult with the Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs, and one another to administer all academic programs of the college. Division Deans hold faculty rank but are not eligible to vote in faculty meetings or to serve on faculty standing committees. A Division Dean is appointed by the Vice President for Academic Affairs.

Responsibilities

- ❖ Administer all matters pertaining to instruction, personnel, and resources in the division
- ❖ Actively promote all division programs
- ❖ Sit on regularly convened committees charged with establishing, administering, and revising policies related to academic and student affairs, including the Deans Council, the Graduate Council, and the Council on Academic and Student Affairs
- ❖ Develop annual budget proposals for all division budgets in collaboration with Department Chairs
- ❖ Directly supervise and mentor department chairs in the division and the division's administrative assistant; indirectly supervise and mentor all division personnel
- ❖ Administer the hiring of new full-time faculty in the division, including approving position announcements and appointing search committees upon consultation with Department Chairs, interviewing all finalist applicants, and recommending an applicant to the Vice President for Academic Affairs
- ❖ Hire adjunct instructors on the recommendation of a Department Chair
- ❖ Advise Department Chairs in the development of annual goals
- ❖ Review departments' annual goals, interim reports, and annual reports
- ❖ Review learning outcomes assessment for all division programs in collaboration with Department Chairs
- ❖ Review proposed course schedules for all division programs
- ❖ Review workloads of all instructional personnel in the division
- ❖ Review course evaluations of all instructional personnel in the division
- ❖ Evaluate all division personnel annually
- ❖ Exercise stewardship over instructional and office spaces
- ❖ Convene meetings of all division personnel at least twice per semester
- ❖ Teach 12 semester credits per year (typically a 2/2 load)
- ❖ Carry out other duties as assigned