BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Associate Dean of Curriculum

DEPARTMENT: Academic Affairs

FUNCTION: The Associate Dean of Curriculum is responsible for providing leadership, direction and coordination in the development of a coordinated college curriculum designed to meet the needs of the students.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Sr. Scheduling Facilities Planner

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with the academic deans and the Vice President of Academic Affairs to ensure the ongoing development, and implementation of curriculum and career pathways at the college.
2. Guides and monitors the process for requesting and approving new courses, revisions to existing courses and other curricular changes, such as the creation of new programs.
3. Meets with Faculty Senate Officers, faculty, administration, and external representatives to confer on, advise, and clarify curriculum requirements.
4. Assists and supports the Vice President of Academic Affairs in working with the Faculty Senate and the state to ensure that curriculum is properly prepared and executed.
5. Conducts benchmark research for new programs and writes feasibility studies for developing new programs.
6. Supervises the work of the Sr. Scheduling Facilities Planner in the Curriculum and Class Scheduling Office to ensure the smooth delivery of curriculum and classes.
7. Oversees and/or develops various reports, databases, grant proposals and forms related to curriculum programming.
8. Collaborates with the Faculty Senate Course Auditor and Curriculum Auditor to review curriculum or syllabi for proper development, format and effective outcomes-based learning objectives; revising curriculum or catalog as needed.
9. Ensures syllabi integrity and consistency of format across courses, programs and disciplines.
10. Assists faculty in the analysis of curriculum in support of college-wide assessment, planning and budgeting
11. Oversees and maintains the repository of credit curriculum materials.
12. Responds to inquiries and requests for information from faculty, students, state agencies, the community and other colleges.
13. Assists in special projects and identifying training needs involving program development, administration and articulation.
14. Attends various meetings concerning curriculum development and articulation.
15. Conducts curriculum-related trainings for faculty and staff related to new courses and/or programs.
16. Maintains and updates the college database for programs, majors, certificates.
17. Assists with the production of academic components of the college catalog.
18. Assists in the development and coordination of the sections of budget that pertain to curriculum.
19. Performs such other tasks and assumes such other responsibilities as may be assigned by the Vice President of Academic Affairs or his designee.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Collaboration
- Communication
- Student Focus
- Building Relationships
- Organization and Planning

Education: Master’s degree in Education or related field required.

Experience: Minimum of 5 years’ experience in higher education. Community college experience in a position that involved curriculum development and delivery preferred.

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THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE