BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Dean of Humanities

DEPARTMENT: Humanities/Academic Affairs

FUNCTION: Plans and develops the instructional objectives for the Division of Humanities. Leads department heads, coordinators and faculty in the development, implementation and evaluation of new and existing curricula; reviews facilities requirements and cost analyses.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Chairs of: Communication, Philosophy & Religion, History & Geography, Composition & Literature and English Basic Skills, English as a Second Language & World Literature, Executive Secretary; oversees Senior Secretaries and Secretaries

MAJOR RESPONSIBILITES:

Responsibilities include but are not limited to:

1. Plans and develops the instructional objectives for the Division of Arts, Humanities and Wellness.
2. Leads the development of pedagogical techniques and supplemental instruction to support student success in divisional courses and programs.
3. Evaluates the performance of full and part time faculty, engages in classroom observations and prepares summative reports.
4. Recommends the appointment, reappointment and promotions of full and part time faculty and professional/technical assistants; supervises recruitment and oversees salaries.
5. Designates faculty for various assignments including teaching, registration and committee participation.
6. Supervises supplies and equipment used to support instructional programs; oversees master course scheduling and facilities use.
7. Provides leadership to department heads, coordinators and faculty in development of grants.
8. Serves on the President’s Administrative Council and other appropriate college committees.
9. Oversees the development and implementation of agreements between Bergen Community College and 4 year institutions.
10. Prepares and/or supervises communications, catalogs and other informational literature for instructional division; prepares/compiles general and annual reports.
11. Serves or may serve as the administration representative on the negotiations or other committees; and as grievance hearing officer at the informal stage of grievance procedures.
12. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

13. Prepares, track, monitors and adheres to an annual budget; does cost projections for all activities, programs and courses and approves work orders and purchase requisitions.

14. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

15. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote employees.

16. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

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
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree required; Doctorate preferred

Experience: Minimum of 7 years of higher education experience including 2 years of administrative experience as a department chair or higher, plus 2 years of community college teaching or administration in Humanities

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ____________

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