

## VICE PRESIDENT AND DEAN OF ACADEMIC AFFAIRS - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the President-Westchester Community College, the Vice President and Dean of Academic Affairs is responsible for the administration, coordination, development, organization and evaluation of the instructional program of the College, according to standards established by the College and the State University of New York. This position directs the continual analysis of student and community needs for purposes of curricular and course development. As Chief Academic Officer, the incumbent has overall responsibility for all academic (credit and non-credit) programs of instruction, and the selection of personnel and programs of instructional divisions and departments. This position serves on the cabinet of the President of the College and participates in the formulation and interpretation of policies established by the President and his cabinet. Supervision is exercised over a substantial number of educational, professional and administrative support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Sets overall academic policy and conducts long-range planning projects and studies to meet established goals and to carry out the mission of the college;

Plans, develops, implements and evaluates all curricular activities which include full-time and part-time, credit and non-credit programs of instruction to ensure that educational goals are met;

Performs the functions of recruitment, selection, orientation, promotion, evaluation and separation of college faculty members and instructional staff in cooperation with appropriate administrative personnel;

Establishes and maintains a system of communication with other institutions of learning in the New York region and the community-at-large to coordinate course offerings and to facilitate the transfer of students to other educational institutions;

Plans and prepares the academic budget (operating, capital and non-recurring) with the allocation of expenditures of instructional services in consultation with the President;

Meets with governmental, private sector and other community agencies to plan, develop and evaluate community course offerings such as: short and regular courses, institutes, seminars, contract and advanced courses and other community education endeavors;

Coordinates the preparation, approval and assignment of teaching schedules, faculty loads, examination schedules and grading procedures;

Supervises non-professional employees assigned to instructional divisions, departments, and individuals, when not explicitly assigned elsewhere;

Participates, as a member of President's cabinet, in the discussion, formulation and interpretation of college policies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Serves as the President's designee in maintaining a dialogue with the Officers of the Faculty Bargaining Unit (WCCFT) on a regular basis;

Serves as chief representative for the College Administration in all negotiations with the Faculty Bargaining Unit;

Performs other duties assigned by the President.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of secondary education, curricular and course development; thorough knowledge of the principles and practices of educational administration; ability to develop and implement educational policies and procedures; ability to work effectively with public officials, professional organizations, students and community groups; excellent communication skills (verbal and written); excellent organizational and managerial skills; excellent interpersonal skills; sound judgement, integrity, resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and an earned Doctorate\* in subject discipline, and five years of administrative experience including three years in college administration.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.