Foothill-De Anza Community College District

Dean, Academic Services

College: De Anza College  Date: February 2000

POSITION PURPOSE

Reporting to the Vice President of Instruction, develop, implements, manages, and evaluates the shared governance processes for Enrollment Management and Program Review. Oversees the diversity program, tenure review processes, curriculum development, and evaluates faculty professional growth and service credits.

NATURE and SCOPE

The Dean of Academic Services supervises the Diversity Coordinator, Director of Staff and Organizational Development, Coordinator of Tenure Review, and the Curriculum Specialist.

KEY DUTIES and RESPONSIBILITIES

1. Directs Enrollment Management Team with the Academic Senate President-elect so that systems of personnel allocation and productivity monitoring are collaboratively developed and implemented; includes drafting and refining budget, processes, timetables, operating guidelines, work documents, and final reports.

2. Oversees affirmative action and diversity initiatives to facilitate the development of the multicultural plan.

3. Oversee the staff development activities, provide direction in designing courses, which meet college standards for general education, articulation, and work force preparation.

4. Manages staff development activities; includes the provision of effective orientation programs and in-house opportunity for training and continuing education.

5. Oversees the tenure review process; includes directing the Tenure Review Coordinator to establish tenure review committees for new hires and providing administrative support for problem solving or conflict resolution.

6. Serves as the Accreditation Liaison Officer to ensure compliance with all aspects of the accreditation cycle i.e. preparation and completion of the institutional self-study and the completion and submission of the progress reports.

7. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:


2. District collective bargaining agreements and tenure review policies and practices.

3. De Anza College educational policies and procedures and Curriculum Handbook.

4. Various district technologies, including MAUI and VAX.
5. Principles of program evaluation, student assessment and instructional advising.


**Skills and Abilities:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Lead groups and manage multiple constituencies.

3. Develop outcomes-based planning models for college-wide use.

4. Prioritize time and tasks.

5. Communicate effectively both orally and in writing.

6. Strong Supervisory skills.

**Education and Experience:**

1. Master's degree in related field.

2. One year of administrative experience, formal training, internship or leadership in any related field.

3. 3 years of administrative and instructional experience at a community college.

**Working Conditions:**

1. Typical office environment

Grade: J
EEO-Category: H-10