



Classification Description

Job Title: Dean, School of Arts, Humanities and Social Sciences

Pay Grade: Administrator

Job Code: 2100

FLSA Status: Exempt

Job Purpose

This is a responsible, professional, administrative level position that oversees and administers the School of Arts, Humanities and Social Sciences and the respective academic programs College-wide. The Dean provides leadership and strategic direction to promote continuous improvement and programmatic growth consistent with the mission of the College. This position reports to the Vice-President of Academic Affairs and is a member of the Vice-President's leadership team. This is an annual administrator contract position.

General Responsibilities

Essential Functions

Provides leadership and direction to department chairs, directors, coordinators, faculty, and staff in the development and delivery of instruction.

Engages in effective communication within the School to foster the exchange of ideas and provide opportunities for participation of faculty in the decision-making process. Maintains communications with all areas of the College to ensure effective and efficient College-wide operations.

Develops and implements the semester schedules of courses in collaboration with faculty and other appropriate stakeholders. Is accountable for the accuracy of School information in the class schedule.

Develops an effective School organization through the hiring, training, evaluation, and motivation of faculty and staff. Maintains an organizational structure that ensures effective and efficient division and departmental operations. Ensures completion of the annual evaluation process for both full-time and part-time faculty and staff.

Performs program reviews, monitors trends in education, and recommends enhancements to establish and maintain a student-centered learning environment. Is accountable for the accuracy of School information in the Catalog.

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Coordinates the preparation of the annual budget and submits the budgets for approval. Monitors individual budgets to maximize utilization of available resources.

Leads the faculty in initiating and obtaining approval for new programs, delivers approved programs, evaluates cost-benefit data on existing programs, and recommends discontinuance of deficient programs. Identifies and promotes activities that will improve the quality of instruction and increase efficiency in operations.

Prepares and submits appropriate grant applications supporting School programs. Ensures that the provisions of grants received by the school result in successful project completions.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

A doctoral degree earned from a regionally accredited institution of higher education in a discipline appropriate to the Dean, School of Arts, Humanities and Social Sciences (English, Fine or Performing Arts, Foreign Languages, History, Humanities, Philosophy, Communication Studies, or one of the Social Sciences).

Successful experience in developing academic curricula and student-centered, outcome-focused programs in the liberal arts.

Successful record of responsible higher education administrative experience, preferably in a College.

Minimum of three (3) years of full-time teaching experience in arts, humanities or social sciences in higher education and evidence of service on academic committees and in the community.

Personal and educational philosophy compatible with the mission, goals, and objectives of Florida SouthWestern State College.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

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- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and work effectively with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office. Flexibility to travel between campus centers and meetings as required.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

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Approved: May 29, 2013. Revised: August 15, 2013, July 1, 2014, October 13, 2016. August 15, 2017, and January 12, 2021. June 23, 2022 (r), July 15, 2022.