

RAMAPO COLLEGE OF NEW JERSEY
JOB DESCRIPTION

TITLE: Academic Dean (School of Theoretical and Applied Science – Dean 1, D35)

DESCRIPTION POSITION NUMBER: 518016

UNIT/DIVISION: TAS/Provost

DATE: September 2016

RAMAPO COLLEGE OF NEW JERSEY:

Mission: Ramapo College of New Jersey is *New Jersey's Public Liberal Arts College*, dedicated to providing students a strong foundation for a lifetime of achievement. The College is committed to academic excellence through interdisciplinary and experiential learning, and international and intercultural understanding. Ramapo College emphasizes teaching and individual attention to all students. We promote diversity, inclusiveness, sustainability, student engagement, and community involvement.

Established in 1969, Ramapo College of New Jersey has an enrollment of 5,000 students and offers bachelor's degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work. In addition, Ramapo College offers courses leading to teacher certification at the elementary and secondary levels. The College also offers eight graduate programs as well as articulated programs with Rutgers, The State University of New Jersey, New York Chiropractic College, New York University College of Dentistry, SUNY State College of Optometry and New York College of Podiatric Medicine. The College is ranked as fifth in the Best Regional Public Universities North category by *U.S. News & World Report*.

Undergraduate students choose to concentrate their studies in one of five schools with more than 539 course offerings and 36 academic programs. Ramapo College boasts an average student/faculty ratio of 18:1 and average class size of 23, affording students the opportunity to develop close ties to the College's exceptional faculty.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time, managerial position, and days of work and hours are Monday through Friday, 8:30 a.m. to 4:30 pm. Note: This position is in the "NL" category of employment (non-fixed work week) and individuals in this role have no claim or entitlement to time off or cash compensation for hours worked beyond their normal schedule. Occasional evening and weekend work may be required as job duties demand. It is the policy of the College to grant hour for hour compensatory time off, with advance approval, only when employees are required to work on a regularly scheduled day off, Saturday, Sunday or a holiday. Time earned must be used within one fiscal year from the time it is earned.

JOB SUMMARY:

Deans are responsible for the overall operation of their respective units. As such, they are academic administrators of major importance to the College and report directly to the provost/vice president for academic affairs. The dean has both the authority and responsibility for planning, budgeting, scheduling, personnel matters, curriculum, instruction, development and other academic matters.

DUTIES:

Develops, articulates, and presents the vision for the unit. Translates this vision into strategic goals by developing a unit assessment plan related to College mission and strategic planning objectives. Works collegially with conveners and unit faculty to ensure collaboration and successful implementation of unit mission.

Prepares reports, plans, and analyses to document and advance unit activities, initiatives and development.

Actively represents the unit and the College to students, parents, professional organizations, articulation partners, business and industry and other relevant constituencies

Provides curricular leadership in relation to College-wide goals by initiating, sustaining, delivering, or eliminating academic programs and school core curricula in accordance with strategic planning goals. Supervises conveners in the construction of timely class schedules based on student needs and institutional resources including advisement and registration.

Develops new curriculum and reviews and revises existing curriculum with conveners and unit faculty, considering student needs and available resources; supervises program reviews; ensures successful accreditation; and facilitates activities at the unit level to seamlessly integrate unit goals with all-college goals.

Ensures documented unit, program, and course assessment through development of learning objectives, appropriate strategies, and feedback to ensure academic excellence and integrity of programs.

Oversees Study Abroad Programs taught by faculty in academic units.

Mediates between students, faculty and parents in legal and appropriate ways. Facilitates the resolution of disagreement or conflict between faculty and students.

Supervises the administration of and ensures the academic quality of Study Abroad and other special programs, facilities, centers, or institutes assigned to the school. Supervises the operation of any labs, studios, or computer facilities in the school.

Responsible for human resource management of unit faculty and staff. Develops long-range staffing plans to include new faculty hires, retirements, and adequate support staff that are aligned with program delivery, enrollment, and market projections; prepares job descriptions/ads and other documentation for all positions, appoints search committees; supervises search processes; recommends appointment of appropriately qualified faculty and staff; renders timely, professional judgment on periodic evaluations, reappointments, tenure and promotion.

Responsible for all fiscal matters at unit level. Plans for, requests, and disburses operational, travel, and other funds legally, responsibly, and fairly within given budget limitations.

Participates in college-wide strategic planning activities, especially as related to academic matters. Develops/reviews academic policies and may recommend on all-college policies and procedures

Actively participates in Deans Council meetings, initiatives, and activities.

Collaborates with Faculty Assembly and its leadership on college-wide academic issues.

Collaborates with Student Affairs, Institutional Advancement, and Administration and Finance Divisions and their various offices for unit-alignment with all-college goals and activities.

DUTIES ASSOCIATED WITH THE ACADEMIC UNIT

School of TAS – School-Specific Responsibilities

Developing external relationships is an important component of the Dean's function. The Dean will actively engage in maintaining and expanding links with the scientific, environmental and health community, partnering with the Ramapo College Foundation and interacting with Deans in similar positions at other institutions. The Dean is responsible to enhance and expand the already excellent reputation of the School of Theoretical and Applied Science and its programs. In addition, specific curricular and administrative responsibilities include the supervision of articulated and joint programs, as well as graduate programs offered by the School e.g. Nursing, MSET, MSN. The Dean also oversees unit-wide grants and programs i.e. the Meadowlands Grant, College Bound/Upward Bound and is responsible for the development, maintenance and programming of auxiliary entities i.e. the Sustainability Center.

REQUIREMENTS

EDUCATION:

A terminal degree in the appropriate academic discipline. A minimum of five years experience at the equivalent of the associate professor or full professor level in a higher education environment combining academic instruction and administration as determined by the Provost in consultation with the President.

EXPERIENCE:

Knowledge of disciplinary/professional trends and higher education activities on the state and national level. Conversant in technological innovation in the discipline; excellent interpersonal, oral and written communication skills; collaborative approach to governance.

ADDITIONAL KNOWLEDGE/SKILLS/ABILITIES**EEO Statement:**

Ramapo College is an Affirmative Action/Equal Employment Opportunity Employer. Ramapo has a long history of advocating, advising, and supporting diversity, equity, and inclusiveness. Examples can be found in its mission statement, strategic plans, degree and course offerings, community outreach programs, the Diversity Action Committee offerings, and the other numerous diversity conferences and programs. Ramapo's commitment to diversity and inclusion is infused across all facets of the College; where the environment is welcoming, dedicated to social justice, respectful of freedom of expression, focused on educating and having an ongoing conversation regarding cultural competence and the benefits and importance of diversity.