



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 12/27/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Dean of the Faculty of Arts and Sciences
Status: Full-Time
Grade: 20
Union Affiliation: Non-Union (BOG – Board of Governors)
Reports To: Vice President for Academic Affairs

PRIMARY PURPOSE:

The Dean is responsible for the general academic administration of the Faculty of Arts and Sciences and its departments of Anthropology; Art; Biology; Communication; English; History; Mathematics and Computer Science; Modern Languages; Music, Theatre, and Dance; Philosophy; Physical Sciences; Political Science; Psychology; and Sociology as well as a variety of interdisciplinary and pre-professional programs. The Dean provides leadership in the teaching, research, and service functions to faculty in Arts and Sciences and is responsible for academic planning, curriculum development, evaluation, and quality of academic programs, annual evaluation of faculty and unit administrators, administration of the unit budget, and the general academic quality of the Faculty of Arts and Sciences.

The Dean also has responsibility for coordinating the mission and operation of Arts and Sciences with that of the college as a whole and thus, under the direction of the Vice President for Academic Affairs, works collectively with the deans of the Feinstein School of Education and Human Development, School of Social Work, School of Management, School of Nursing, Graduate Studies, and Continuing Education as well as other divisions at the college.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Leadership and direction in curriculum improvement and assessment, interdisciplinary programs, and research.
- Review of academic offerings to enhance quality.
- Planning, assessment, and articulation of long-range policy for the continuing professional growth and development of the Faculty of Arts and Sciences.
- Leadership in establishing and maintaining good working relationships with other institutions of higher education and with community leaders in the State of Rhode Island.
- Coordination of the activities of the unit with college administration with special emphasis on student recruiting, yield, retention and success work.
- Divisional planning and operating through interaction with divisional administrators and department chairs and by establishing planning and outside advisory committees as appropriate.
- Curriculum development through formal and informal interaction with department chairs, departments, and other administrators as appropriate.
- Administration, including review and approval each semester, of program schedules, faculty load schedules, and other assignments.
- Administration of human resource matters including the formal annual evaluation of faculty for providing recommendations for the hiring of new faculty, tenure, promotion, sabbatical leaves, and other personnel matters.

- Administration of the process defined in the RIC/AFT Agreement for the selection of department chairs and of all other processes in that Agreement as they apply to the Faculty of Arts and Sciences.
- Preparation and administration with department chairs of the annual budget.
- Responsibility for all processes relating to accreditation of college programs in Arts and Sciences.
- Evaluation of all unit operations through a variety of processes including self-study activities, development of formal and informal feedback mechanisms, analysis of progress on departmental objectives, and other mechanisms as appropriate.
- Support and use of learning-outcomes assessment in program improvement.
- Oversight of outreach units associated with the Faculty of Arts and Sciences.
- External fundraising and leadership in development of grants and research projects.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Academic Affairs.

REQUIRED QUALIFICATION STANDARDS:

Education:

Earned doctorate in an Arts and Sciences discipline.

Experience:

- Substantial successful teaching experience at the college or university level.
- Successful administrative experience in higher education.
- A record of strong teaching, research, and publication.

Skills, Knowledge, and Abilities:

Demonstrated interpersonal skills.

PREFERRED:

- Central administrative experience.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.