

Job Description: Dean

Reports to: Vice President for Academic Affairs

The Dean is responsible for supporting the overall academic and operational performance of the School. Academic and administrative excellence, growth, and financial leadership are top priorities. The Dean leads the efforts of academic planning, human resource development, provision of resources, alliance-building, accreditation and compliance, institutional capacity building, and productivity measurement and improvement.

The Dean is expected to be a strong communicator and leader on campus, within the School, and in the community. The Dean will perform a wide variety of tasks to ensure effective and efficient academic programming and growth, effective operations, and administration. Additionally, they will support leadership in development and integration of academic programs, monitoring and directing the flow of services to all students, faculty, and staff to ensure operational procedures are being followed and seek improvement and advisement regarding those procedures throughout the campus operation.

The Dean reports to and collaborates with the Vice President for Academic Affairs to play a key leadership role in managing the academic integrity and the School financials. The Dean will work with the Vice President of Academic Affairs to ensure alignment with institutional expectations, values, and priorities.

Principal Duties:

- Support development and promote long and short-range goals for the School and academic programs within
- In collaboration with faculty, ensure quality academics in all aspects of teaching and learning (curriculum, delivery models, student learning outcomes, living-learning engagement, as applicable)
- Building and growing student enrollment
- Plan and administer the School and department annual budgets and control expenses
- Assess needs for School and departmental resources and ensure that resources are planned for, acquired, and properly implemented
- Support the overall strategic operational processes for the School by working with vice presidents, chairs, faculty, and major committees to assure the delivery of high-quality academic services at the School level
- Assist in implementing annual and organizational goals in a manner that ensures the School's fiscal and operational success.
- Allocate operational resources to best support the academic goals of the School and Departments.
- Build and maintain a climate of operational excellence, professional integrity, and, in doing so, support a climate of academic excellence. Encourage and reward the development of innovative new programs, initiatives and policies.
- Provide leadership to fulfill School and institutional advancement and sponsored program goals.

- Provide leadership and support for the recruitment and retention of diverse employees.
- Maintain connectivity with local and regional colleges and universities, as well as with other professional organizations, for student and staff recruitment, and other relevant collaborative efforts.

Essential Knowledge, Skills, and Abilities:

- Senior-level leadership experience in a related discipline within the School with a proven record of innovation
- Higher education administration experience including a strong understanding of academic program development, online learning, and distance-education
- Strong presentation skills
- Demonstrated leadership in accreditation processes
- Very strong interpersonal and relationship building skills
- Evidence of successful decision making in a collaborative environment
- A commitment to assessment, metrics, and continuous improvement
- A commitment to furthering the mission of Chatham University through growth with quality
- Experience with budget management

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.