



Vermont State Colleges  
Job Classification Description

**ASSOCIATE ACADEMIC DEAN/CCV  
Non-Bargaining Unit**

**Grade 17  
Exempt**

**BASIC FUNCTION**

To participate in planning, implementing, managing and supervising one or more college academic program(s).

**CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Recommend plans, policies and procedures for academic programs in the area of responsibility.
- Work with faculty to develop curricula and maintain quality of programs.
- Provide professional leadership in recruiting, supervising and training staff members; assist faculty with professional development; act as a resource for faculty, departments and students.
- Provide orientation and support for new faculty and adjunct faculty.
- Supervise and assign work to faculty secretaries.
- Handle student requests and complaints that require administrative assistance or intervention.
- Assist the Dean of Academic Affairs in long-range planning for academic programs and for faculty development programs.
- Assist in the evaluation of teaching.
- Attend department meetings.
- Serve as acting Dean of Academic Affairs in the Dean's absence.
- Perform administrative duties as assigned by the Dean of Academic Affairs, including; preparation of grants and budgets, writing of annual reports, preparing catalog information.
- Serve as Chair or resource person on various college committees and act as a college representative on systemwide or statewide committees.
- Keep abreast of current developments in academic programs and educational requirements.
- Perform other related duties as assigned.

**SUPERVISION RECEIVED**

General supervision is received from the Dean of Academic Affairs.

**SUPERVISION EXERCISED**

Administrative and functional supervision of faculty and support staff within the assigned departments and programs.

### MINIMUM QUALIFICATIONS

Ph.D. in an appropriate discipline, plus three to five years of relevant teaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Thorough knowledge of higher education and administration practices and principles.
- Relevant experience with web-based distance learning.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- Ability to relate academic or special program functions to overall college programs and goals.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**6/93**

