Job Title: Dean, Center of Excellence (District)
Department/College: Varies/District
Reports To: FLSA Status & Job Grade: EX E20
Salary Range: See Executive Salary Structure
Job Code: M1026

SUMMARY
The Dean provides leadership in the development and maintenance of state-of-the-art programs. The position provides leadership in the oversight of effective and efficient scheduling of program offerings throughout the district for the assigned program areas. In coordination with the appropriate President and System office personnel (Vice Chancellor, Student Services and Associate Vice Chancellor, Career and Technical Education) the Dean, Center of Excellence provides vision, motivation, coordination, and support to the assigned Chairs and associated faculty. The Dean works with the System office to ensure compliance of programs with the Texas Higher Education Coordinating Board and with the Southern Association of Colleges and Schools. The Dean ensures that sufficient courses are offered and available for students at all assigned campuses for their instructional area.

The Dean leads high-level engagement and participation in the growth of the assigned programs, inclusive of identifying and acquiring the latest technology and equipment. The Dean also provides leadership and oversight of positive performance for assigned programs in terms of student enrollment, persistence, completion, transfer, and placement rates.

In collaboration with the President and System office personnel (VCSS and AVC, CTE) the Dean, COE provides leadership toward the implementation of the HCC Strategic Plan and budget planning for the COE assigned.

The Dean, COE has the key institutional responsibility for creating, fostering and maintaining a well-functioning, respectful, collaborative, professional, and engaged instructional team fully committed to motivating, and invigorating faculty and staff across the district in delivery of the related instructional programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

LEADERSHIP
Provide leadership in generating staff and professional development opportunities for assigned chairs and other direct reports.
Provide leadership in the development and implementation of courses and programs as appropriate.

Report to the President and System office personnel as appropriate on plans and progress involving student enrollments, contact hours, fill rates, and student persistence, completion, placement rates, and if appropriate, accreditation status and licensure rates.

Lead a review and report annually to the President and System office personnel appropriate AVC on related program needs in terms of curricula, chair activities, program coordinator activities (including professional development), equipment, facilities, and budgets (including opportunities for grants and donations).

**MANAGEMENT**

Oversee the hiring, retention and evaluation of FT and adjunct faculty.

Oversee the hiring, and management of Department Chairs and Program Coordinators.

Administer District policy regarding assigned programs.

Evaluate the performance of all direct reports in assigned area(s) of responsibility.

Market specific instructional programs to the college community and the general public.

Facilitate team building and consensus.

Facilitate and oversee planning that will aid in maximizing enrollment growth and revenue generation.

Promote and facilitate professional development and application of new learner-centered teaching strategies, innovative curricula, and quality instructional materials.

Oversee the addition/revision of assigned degree and certificate programs in their assigned programs.

Monitor accurate and current information of assigned programs web sites and social media sites.

**INSTRUCTIONAL DEVELOPMENT**

Provide recommendations to the AVC, CTE regarding instructional technology.

Provide leadership in the development, revision, and interpretation of curriculum, programs, catalog, and course information.

Provide instructional leadership for assigned programs and work with chairs in curriculum development and maintenance in areas of responsibility. Collaborate with the Curriculum
and Instructional Quality Offices to compile, publicize, and maintain current university articulation agreements for assigned instructional programs, where applicable.

Along with assigned chairs and AVC, CTE develop program goals and objectives and monitor outcomes.

Work collaboratively with all appropriate chairs, program coordinators, and appropriate college-based staff, inclusive of presidents, other deans, and directors to grow area related programs district-wide.

Work collaboratively with the AVC, College Readiness regarding area high schools and four-year institutions to ensure that students have a full range of opportunities for initial and ongoing education.

Work collaboratively with all program personnel to provide active and collaborative learning activities for students, including the opportunities for field trips, internships, etc. that enhance the educational experience, employment, and transfer opportunities.

Review assigned Program Reviews, Annual Planning Reports, and Annual Learning Assessment Reports completed by Program Coordinators and recommendations for improvement to the AVC, CTE.

**ADMINISTRATION**

Prepare and monitor administrative budgets and expenditures in consultation with the President and System office personnel.

Oversee the coordination of scheduling on a district-wide level for their assigned programs.

Serve on College and District committees as appropriate. Act as liaison with District, State, and Federal governing bodies regarding HCC programs and practices as needed.

Participate in and, at times, administer grant funds (as applicable) to achieve expected outcomes.

Serve as the budget authority for assigned program areas.

Other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.
EDUCATION
A minimum of Master's degree in an academic area appropriate to supervision of programs assigned. An earned Doctorate from an accredited institution is preferred, but not required.

EXPERIENCE
A minimum of five (5) years' experience in management of programs related to an academic setting with increasing levels of responsibility.

Three (3) years full-time teaching experience in higher education or five (5) years experience in industry.

Experience in working with and within a diverse environment.

KNOWLEDGE, SKILLS, AND ABILITIES
Demonstrated excellence in oral, written, and interpersonal skills.

An awareness of current issues in community college education, specifically in the workforce and academic areas, and understanding of how they impact HCC.

Demonstrated experience in budget management.

Knowledge of and experience with accepted techniques and strategies for evaluating academic programs.

Grant management experience preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description may be revised upon development of other duties and changes in responsibilities.