



Aspen University Dean/Program Director Job Responsibilities Pertaining to Faculty

JOB TITLE: Dean/Program Director

DEPARTMENT: Academic Affairs

GENERAL DESCRIPTION: The Dean/Program Director is responsible for the success of faculty and ensures support of faculty as they help students reach course outcomes. The Program Director will report to the Dean of the School. The position provides oversight for faculty hiring, course approvals, classroom performance, policy compliance, specialized training needs, and school- or program-level committees that impact faculty effectiveness and accountability. This position is charged with taking all steps necessary to obtain and maintain a culture of student, staff and faculty success.

ROLE AND RESPONSIBILITIES

- The Dean/Program Director shall have the authority to direct the program in all its phases, including:
 - Administering the school's programs;
 - Directing activities related to academic policies, personnel policies, curriculum, resources, facilities, services, and program evaluation;
 - Recommending candidates for faculty appointment, retention, and promotion;
- In addition to any other evaluation used by the parent institution, ensuring that school faculty members are matched to proper content area and are evaluated at a minimum:
 - Ensure that faculty possess the proper academic credentials, expected work experience, and required licenses/credentials to teach the content they are assigned;
 - Evaluate faculty according to the schedule frequency established between the School Dean/Program Director and the Faculty Services Dept, based on the performance score of the faculty. Low-scorers are evaluated more frequently for coaching, while high-scorers are evaluated less frequently.

- Upon receipt of information that a faculty member, in conjunction with performance of their duties, may be engaged in intentional, negligent or other behavior that either is or might be:
 - Below the standards of the program or the parent institution, ▪ Inconsistent with professional standards, or
 - Potentially or actually harmful to a student.
- In the areas of teaching ability and application of content knowledge and skills relative to the teaching assignment.
- Together with faculty, develop, enforce and evaluate student and faculty policies necessary for student achievement and accountability;
- Participating in activities that contribute to the governance of the school;
- Ensure consistent application of all institutional and program policies.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A graduate degree with a major in a field appropriate to the School (doctorate preferred);
- A minimum of three years' work experience in administering school programs and overseeing faculty;
- Minimum 5 years of experience working in higher education
- Demonstrated experience in complying with the regulations and processes of regional, national, or programmatic accreditation associations
- Ability to accurately interpret and apply state and federal higher education compliance requirements
- Ability to communicate through effective and persuasive written documents and presentations
- Demonstrated experience in working with online learning management platforms
- Detail-oriented, organized, logical and critical thinker
- Ability to work collaboratively in a team environment

PREFERRED SKILLS

- Microsoft Office Suite and Google's G-Suite
- Zoom, Skype, or Adobe Classroom