



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

### System-wide

**To apply, please submit completed employment application, resume and letter of interest to Regional Vice President, 6120 Earle Brown Drive, Suite 100, Brooklyn Center, MN 55425.**

**I. POSITION TITLE:** Academic Dean

**II. EMPLOYEE CLASSIFICATION:** Administration

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** Campus Executive (operating authority) and System Vice President for Academic Operations & Learner Services (system policy and procedure authority)

**V. POSITIONS REPORTING TO THIS POSITION:**

- A. Faculty
- B. Academic Assistant
- C. University Academic Student Employees
- D. Program Coordinators

**VI. DUTY HOURS:** The basic work week shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose. Some evening and weekend hours may be required.

**VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Master's degree required; doctorate preferred.

**EXPERIENCE:** A minimum of three to five years experience in management and human resource development plus three years teaching experience at the post-secondary level.

**PHYSICAL:** Occasionally exert force to lift and/or move objects up to 30 lbs.

**SKILLS EXPECTATIONS:** Must have a strong ability to plan, organize, direct and control. Must possess excellent interpersonal, problem-solving, verbal and written communication skills, and some background in learning theory and methods.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** To coordinate the administration of academic programs offered at National American University in a manner that serves the best

interest of students, maintains the highest standards of academic integrity and fulfills the Mission and Purposes of the institution as defined by the Board of Governors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

### **A. Human Resources**

- \*a. Recruit, hire, orient and train faculty and assigned staff.
- \*b. Assure that assigned faculty members hold the appropriate teaching credentials.
- \*c. Communicate academic policies, standards and expectations to assigned faculty.
- \*d. Complete faculty observations for each new faculty member during the first quarter teaching and all other faculty members at least annually; meet with faculty members to review the results.
- \*e. Complete faculty master contract and term teaching assignment processes each quarter.
- \*f. Hold faculty meetings at least two to four times per year.
- \*g. Assist with system faculty development training as requested.
- \*h. Supervise campus program coordinators, as assigned.

### **B. Administrative**

- \*a. Develop an annual master schedule in collaboration with the Distance Learning Dean of Academics and Learner Services that will satisfy the academic needs of students while ensuring an adequate student/teacher ratio.
- \*b. Develop course schedules in conjunction with program faculty each quarter and adjust, as needed, to ensure appropriate class size and teaching load.
- \*c. Coordinate the student registration process for on-campus and online courses each quarter.
- \*d. Monitor transcript evaluation requests to ensure that official transcript evaluations are received and reviewed with students in a timely manner.
- \*e. Participate in specified academic activities during quarterly on-campus and online student orientation sessions.
- \*f. Assist with the quarterly academic awards/honors program, as requested.

- \*g. Perform assigned duties related to graduation.
- \*h. Monitor faculty completion of attendance procedures to assure compliance with university guidelines and participate in weekly attendance meetings.
- \*i. Work in collaboration with the Distance Learning Dean of Academics and Learner Services to contact campus-based students if they stop attending online courses.
- \*j. Monitor student appraisals of instruction results on a quarterly basis and take action as appropriate.
- \*k. Monitor outcomes assessment processes to ensure their timely completion, as well as the security and confidentiality of assessment materials.
- \*l. Monitor faculty grade reports to ensure accurate and timely completion each quarter.
- \*m. Process grade reports each quarter.
- \*n. Monitor student midterm alert processes.
- \*o. Review student requests for course overload, independent study requests and course substitution forms.
- \*p. Monitor the performance of assigned academic faculty and staff to ensure all other policies and procedures established by the university are followed.
- \*q. Assist the campus executive in the preparation of the fiscal academic budget and execute the academic budget accordingly.
- \*r. Participate in the university's long-range planning processes as requested by the campus executive.
- \*s. Coordinate the campus research paper program and forward the selected research paper to the System Academics Office within established deadlines.
- \*t. Complete tentative articulation agreements and forward them to the System Vice President for Academic Affairs.
- \*u. Participate in regional accreditation reviews and reports as requested.
- \*v. Complete special academic projects as requested.
- \*w. Work with campus program coordinators on program accreditation activities and self-studies, if applicable.
- \*x. Serve as the campus voting member on Curriculum Council, participate in monthly meetings and communicate information to campus administrators, faculty and staff as appropriate.

- \*y. Participate in Quick Reports and Assessment Steering Committee meetings each quarter and communicate information to campus administrations, faculty and staff as appropriate.
- \*z. Serve as chair of the Academic Standards Committee and ensure completion of Satisfactory Academic Progress procedures in a timely manner.
- \*aa. Serve as the academic representative on campus and system committees, as needed.
- \*bb. Attend campus administrative and staff meetings and the annual deans' meeting.
- \*cc. Inform the System Vice President of Academic Operations & Learner Services of all relevant aspects of assigned areas of academic responsibility.

### **C. Students**

- \*a. Oversee academic advising processes at the campus; advise assigned students and maintain student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress.
- \*b. Serve as a liaison between campus-based students and the Distance Learning campus to expedite matters related to online academic course work.
- \*c. Maintain the highest percentage of student retention possible by maintaining student/faculty contact and addressing problems and concerns in assigned areas
- \*d. Coordinate student grievances on academic issues in keeping with university guidelines.
- \*e. Perform other duties as assigned.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:** All staff, faculty, students and visitors at the campus as well as system administrators and system academic officers.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

\* Denotes essential elements of the position.