POSITION DESCRIPTION
HDB Graduate School, Roueche Graduate Center

To apply, submit an employment application (click here for application), resume, and letter of interest to: Campus Executive Officer
Roueche Graduate Center, 6836 Austin Center Blvd. Suite 270, Austin, Texas 78731

I. POSITION TITLE: Assistant Dean for Faculty

II. IPEDS CLASSIFICATION: Management

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Distinguished Professor and Chair of Graduate Faculty

V. POSITIONS REPORTING TO THIS POSITION: Faculty

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: Doctorate required.

EXPERIENCE: A minimum of five years’ experience in management, leadership, or human resource development in higher education, plus three years higher education teaching experience.

SKILLS EXPECTATIONS: Must have a strong ability to plan, organize, direct and control. Must possess excellent interpersonal, problem-solving, conflict resolution, verbal and written communication skills.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To coordinate the administration of graduate academic programs offered at National American University in a manner that serves the best interest of students, maintains the highest standards of academic excellence and integrity in support of the mission of the university as defined by the university board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Assist in development and ongoing evolution of master’s/doctoral culture at NAU.

* B. Provide orientation and ongoing training to graduate faculty and relevant staff. Assist with system faculty development training as requested.

* C. Update graduate faculty job postings. Assist in communicating with potential graduate faculty who contact the RGC, and in identifying venues/publications/websites to recruit and hire graduate faculty.
* D. Obtain transcripts for faculty records. Ensure that assigned faculty members hold the appropriate teaching credentials and that all faculty records are up to date.

* E. Communicate academic policies, standards, and expectations to assigned faculty.

* F. Complete faculty observations/evaluations for each new faculty member during the first trimester/quarter and all other faculty members at least annually; coordinate with faculty members to review the results.

* G. Ensure faculty master contracts, cohort coordinator contracts, and term teaching assignments and processes are completed each trimester/quarter and that individuals are paid timely.

* H. Work with the Senior Vice President/Dean, Master’s and Doctoral Programming and Curriculum Department to monitor curriculum updates and assist with curriculum/assessment development and updates. Work with Cohort Coordinator to ensure proper agreements are developed and submitted for subject matter experts; and, that payments are made timely.

* I. Hold faculty meetings at least two to four times per year (face-to-face, online, or teleconference) in conjunction with Chair of Graduate Faculty and other designated NAU personnel. Assist with ongoing communication and faculty support.

* J. Develop an annual master schedule in collaboration with designated NAU personnel (e.g., Chair of Graduate Faculty, Senior VP, Dean, Harold D. Buckingham Graduate School – Operations; Graduate Advisors) that will satisfy the academic needs of students while ensuring an adequate student/instructor ratio. Update Academic Calendar on NAU website.

* K. Develop course schedules, in conjunction with program faculty each trimester/quarter, and adjust, as needed, to ensure appropriate class size and teaching load.

* L. Assist Graduate Advisors and students with faculty concerns/complaints.

* M. Assist in developing and implementing on-campus, cohort, and online student orientation sessions and other academic activities.

* N. Work with curriculum development staff, faculty, and cohort coordinators to ensure the timely posting and updates of media, video, and other instructional links in D2L or other platform.

* O. Assist with the academic awards/honors program and perform assigned graduation duties.

* P. Monitor faculty completion of expectations (timely grade postings, detailed feedback, Turnitin scores, participation in courses, and discussion board postings) to ensure compliance with university guidelines.

* Q. Monitor student survey results of instruction and courses on a trimester/quarterly basis and follow up with faculty/students as appropriate.

* R. Monitor outcomes assessment updates and processes to ensure their timely completion and confidentiality.
* S. Process grade reports each trimester/quarter, oversee the “incomplete” process, and coordinate grade grievances.

* T. Monitor at-risk student alert processes and ensure advisor and faculty follow up.

* U. Review student requests for course overloads, independent studies, course substitutions, credit transfers, thesis/practicum/dissertation mentors.

* V. Monitor the performance of assigned academic faculty and staff to ensure all policies and procedures established by the university are followed, including, but not limited to: 1) timeliness of grade posting, 2) timeliness of responses to email inquiries/requests, and 3) presence on discussion boards.

* W. Assist in the preparation, allocation, and management of the fiscal academic budget.

* X. Participate in the university’s long-range planning processes, as requested.

* Y. Participate in regional accreditation reviews and reports, as requested.

* Z. Serve as the academic representative on Center and system committees, as requested.

* AA. Attend Roueche Graduate Center meetings and the annual deans’ meeting.

* BB. Represent NAU at cohort course sessions, summer residencies, and other doctoral program events.

* CC. Inform the Chair of Graduate Faculty and Senior Vice President of all relevant aspects of assigned areas of academic responsibility.

* DD. Serve as a member of academic committees, including, but not limited to: 1) SAP, 2) grade review, and 3) Academic Integrity violations.

* EE. Recommend changes in master syllabi, textbooks, and related instructional materials to the Senior Vice President for consideration by the Curriculum Council.

* FF. Order faculty copies of textbooks as needed for program faculty; assure that all faculty have access to the most current textbooks and ancillary material; ensure that Financial Aid is aware of textbook updates.

* GG. Develop projected course offerings for the program on a trimester/quarterly basis. Make recommendations regarding program curricula.

* HH. Provide weekly faculty updates and other reports as requested.

* II. Collaborate in the development, modification, and implementation of NAU documents, such as: Faculty Handbooks, Student Handbooks, Academic Catalog, Academic Policies, Program and Instructor Evaluations, Student Surveys, New master’s specializations, Tutorials, Master’s and Doctoral Student and Faculty Portals, Dissertation Guidelines (for students and faculty).
* JJ. Maintain the highest percentage of student retention possible by providing timely contact faculty, and promptly addressing problems and concerns.

* KK. Address student grievances on academic issues in keeping with university guidelines.

* LL. Perform other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: Senior Vice President, Roueche Graduate Center/Dean Master’s and Doctoral Programming; Dean, Harold D. Buckingham Graduate School – Operations; staff, faculty, students and visitors of NAU’s Roueche Graduate Center.

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

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

*Denotes essential elements of the position.