Austin South

To apply, submit an employment application (click here for application), resume, and letter of interest to:
Executive Vice President – South Region
6800 Westgate Blvd Suite 102
Austin, TX 78745

REGIONAL ACADEMIC DEAN
Position Description

Summary
The Regional Academic Dean coordinates 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 in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Regional Academic Dean must satisfy the following minimum qualifications:
1. Master's degree required; doctorate preferred; and
2. Three years of experience in management and human resource development plus three years teaching experience at the post-secondary level.

Skills and Attributes
The Regional Academic Dean must possess the following skills and attributes: strong ability to plan, organize, direct and control; excellent interpersonal, problem-solving, verbal and written communication skills; some background in learning theory and methods.

Essential Functions
The Regional Academic Dean performs the following essential functions:
Faculty/Human Resources
1. Recruits, hires, orients and trains faculty and assigned staff.
2. Assures that assigned faculty members hold the appropriate teaching credentials.
3. Communicates academic policies, standards and expectations to assigned faculty.
4. Assumes faculty observations for each new faculty member during the first quarter teaching and all other faculty members at least annually; meets with faculty members to review the results.
5. Completes faculty master contract and term teaching assignment processes each quarter.
6. Holds quarterly faculty meetings.
7. Assists with system faculty development training as requested.
8. Monitors faculty completion of attendance procedures to assure compliance with university guidelines and participates in weekly attendance meetings.
9. Assists in advising and counsels and advocates for campus faculty.
10. Monitors and observes online faculty classroom activities on a quarterly basis and follows up with faculty supervisor for quality assurance as necessary.

Student Relations
1. Monitors, tracks and audits graduate files quarterly.
2. Assists in identifying faculty tutors, classroom facilitators and teaching assistants.
3. Assists in resolving escalated student issues involving faculty, grades, grade grievances, academic integrity, academic dishonesty, rigor, and curriculum.
4. Forwards faculty concerns regarding at-risk students to Director of Student Success or Campus Director.
5. Participates in specified academic activities during quarterly on-campus and online student orientation sessions.
6. Assists with SAP review process.

Administration
1. Develops an annual master schedule in conjunction with program faculty each quarter and adjusts, as needed, to ensure appropriate class size and teaching load.
2. Enters schedule into Campus Vue system and makes modifications as necessary.
3. Monitors average class size toward the system benchmark of 19.
4. Performs assigned duties related to graduation.
5. Monitors student appraisals of instruction results on a quarterly basis and takes action as appropriate.
6. Monitors outcomes assessment processes to ensure their timely completion, as well as the security and confidentiality of assessment materials.
7. Monitors faculty grade reports to ensure accurate and timely completion each quarter.
8. Processes grade reports each quarter.
9. Monitors the performance of assigned academic faculty and staff to ensure all other policies and procedures established by the university are followed.
10. Assists the campus executive in the preparation of the fiscal academic budget and executes the academic budget accordingly.
11. Participates in the university’s long-range planning processes as requested by the campus executive.
12. Coordinates the campus research paper program and forwards the selected research paper to the system academics office within established deadlines.
13. Participates in regional accreditation reviews and reports as requested.
14. Completes special academic projects as requested.
15. Works with campus program coordinators on program accreditation activities and self-studies, if applicable.
16. Serves as the academic representative on campus and system committees, as needed.
17. Attends campus administrative and staff meetings and the annual deans’ meeting.
18. Facilitates communication with Associate Provost who oversees faculty regarding faculty ranking system, faculty credentialing and professional development.
19. Tracks and reports quarterly faculty completion rates, successful course completion rates, withdrawal rates and persistence rates as well as other reports as requested by the Regional Director of Campus Academic Operations.
20. Facilitates faculty incomplete grade process as applicable.
21. Monitors and audits faculty overload report and faculty benefits eligibility and collaborates with Campus Director.
22. Ensures faculty have all necessary books, resources and technology to be successful prior to course start.
23. Assists campuses as needed as a result of personnel turnover.
24. Performs other duties as assigned.

**Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. Reports to the Regional Director of Academic Operations with a dotted line to the Associate Provost who oversees faculty.
2. This position supervises the following positions:
   a. Faculty
   b. Program Coordinators.

**Physical Requirements**
The Regional Academic Dean must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.