



# SOUTHWESTERN COLLEGE & NEW EARTH INSTITUTE

CONSCIOUSNESS-CENTERED GRADUATE SCHOOL, SANTA FE, NEW MEXICO



## Job Description Dean of Academic Affairs

**REPORTS TO:** Vice President of Academic and Student Affairs

**SUPERVISES:** Academic Program Directors

**POSITION SUMMARY:** The Dean provides direct leadership and management of all academic programs within a student-centered, transformational, and consciousness-based educational environment. The Dean collaborates closely with the Student Affairs Director to bridge academics and student affairs and create an integrated student experience that supports student retention and success. The Dean serves as the Title IX officer and oversees student conduct for the College. Other key responsibilities include developing systems to uphold academic excellence, serving as the chair of the Curriculum Committee, and supporting the Vice President of Academic & Student Affairs to ensure continuous quality improvement of all academic programs and the development and review of academic policies.

### DUTIES & RESPONSIBILITIES:

#### Academic Leadership

- Chairs the Curriculum Committee and provides oversight of program and curriculum development to ensure alignment with the College's mission, institutional learning outcomes, and specialized accreditation standards
- Collaborates with program directors to develop faculty recruitment, training, mentoring, performance evaluation, and professional development systems and processes that support faculty excellence and retention
- Works closely with the Vice President of Academic and Student Affairs to ensure high functioning and efficient academic operations that supports student success
- Works closely with the Student Affairs Director to bridge academic affairs and student affairs to maintain integrated student experience that supports student retention
- Supports the Vice President of Academic & Student Affairs in the annual revision and distribution of the *College Catalog*
- Supports program directors in budget planning and development to ensure allocation of resources in alignment with the College mission and strategic priorities
- Coordinates with the Registrar to ensure faculty complete annual FERPA training.

#### Continuous Quality Improvement

- Serves as a member of the Academic Council and participates in establishing and achieving institutional goals in accordance with the College's strategic plan.

- Provides leadership and oversight for the assessment, evaluation, and continuous improvement of all academic programs
- Supports academic program directors in establishing annual strategic priorities and goals in alignment with the College's strategic plan
- Supports the academic program directors in ensuring successful continuance of regional and specialized accreditation for the College
- Engages in student retention planning, developing strategies, and setting annual retention goals
- Provides oversight of student learning outcome data (including coordinating with academic program in offering learning circles) and compiles reports for Academic Assessment Retreats and state and federal agencies and accrediting bodies as required
- In partnership with the Vice President of Academic & Student Affairs, plans and facilitates annual assessment retreats for the academic programs
- Reviews and/or approves all academic forms and processes (i.e., graduation clearance forms, petitions for policy exception, add/drop, incompletes, leave of absence, withdrawals, etc.)
- Collaborates with academic program directors to establish and facilitate program advisory councils

#### **Student Support:**

- Collaborates with Enrollment Services to develop effective admissions, selection, and onboarding processes for incoming students
- In close coordination with academic program directors develops and oversees academic advisement model.
- Collaborates with the Student Affairs Directors to develop robust and responsive co-curricular activities that support and enhance the curriculum

#### **Student Conduct**

- Oversees and manages all student academic concerns and supports resolutions as needed.
- Facilitates student interventions and discipline including academic and dispositional referrals and suspension and expulsion procedures
- Facilitates meetings between faculty and students to address faculty/student concerns and provides direct faculty support in relation to student issues
- Facilitates the resolution of student conduct issues ensuring the equitable implementation of policies and processes governing student conduct

#### **Serves as Title IX Coordinator for the College**

- Processes Title IX grievances and facilitates steps to resolve.
- Oversees processes and procedures for Title IX in compliance with Title IX Higher Education Act.
- Maintains records of all formal student complaints for HLC reporting and facilitates the resolution of student complaints and student grievances.

#### **ADA Coordinator - Academics**

- Ensures Federal ADA compliance.
- Stays current with national trends in ADA policy and accessibility services.

- Reviews and processes student requests for ADA accommodations.
- Identifies appropriate accommodations based on documentation provided and writes ADA accommodation letters.
- Coordinates with academic program directors to provide faculty training on ADA best practices and compliance.

### **Networking & Professional Development**

- Maintains membership in appropriate professional organizations and seeks opportunities to deliver presentations and professional development trainings regionally, nationally, and internationally.
- Attends relevant professional meetings and conferences.

### **Other duties as assigned.**

### **KNOWLEDGE, SKILLS & DISPOSITIONS:**

- Understands, embraces, and enacts the College's mission of *Transforming Consciousness through Education*
- Embodies and enacts the core values of the College - *Partnership, Empowerment, Mindfulness, Service, and Love*
- Demonstrates an exceptional commitment to diversity, equity, inclusion, and culturally responsive practices
- Strong interpersonal skills (e.g. non-violent/compassionate communication) and excellent written and verbal communication.
- Project management and ability to work independently on multiple and complex tasks and projects.
- Ability to effectively lead teams and facilitate groups.
- Capacity to design and improve systems and processes based on data to best meet student needs.
- Data analysis and reporting.
- Proficiency with technology, implementing technological solutions, and experience
- Facilitation of student conduct proceedings.
- Conflict mediation

### **REQUIRED QUALIFICATIONS:**

- PhD in Education, Higher Education, Leadership, or related field
- 10 years of higher education administrative experience at the director, department chair, or dean level
- At least 5 years of successful higher education teaching experience
- Successful experience overseeing academic programs (online and on ground)

### **PREFERRED QUALIFICATIONS:**

- Familiarity with the counseling, art therapy, and related professions

- Experience leading institutional and program-level accreditation processes
- Successful experience with and commitment to transformational and consciousness-based teaching, learning, and leadership
- Graduate teaching experience