It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- The academic mission of the College is achieved and advanced to higher levels of excellence
- All academic personnel are evaluated

Essential Duties and Responsibilities:
- Develops, administers and evaluates all undergraduate and graduate instructional programs and academic programs including curriculum development, course scheduling, academic program budgets, approval of faculty load assignments for all full-time and part-time faculty, teaching, advising and administrative needs
- Secures grant support for academic programs
- Directs student academic programs, academic advising, determination of student academic status, degree certification
- Evaluates all instructional staff including full-time and part-time tenure-track and non-tenure-track faculty
- Makes recommendations to the Vice President of Academic Affairs in personnel decisions for full-time faculty and appoints part-time faculty as needed
- Attends all Faculty Council meetings in which instructional staff are evaluated
- Manages evaluation process of non-tenure-track instructors and all lecturers
- Directs orientation for new full-time and part-time faculty
- Convenes and presides over Dean's Council in the administration and establishment of policy and procedures for the Undergraduate College
- Assembles and leads the Graduate Council in the administration and establishment of policy and procedures for the Graduate Programs, and presides over the Graduate Council in its function as Graduate Curriculum Committee

Secondary Responsibilities:
- Engages in Admission Programs as needed
- Collaborates with Registrar, Director of Institutional Advancement and Vice-President of Marketing and Enrollment Services

Positions Supervised:
- All faculty both tenure-line and non-tenure-line
- Department Chairs and Program Directors (21)
- Associate Deans (2)
- Executive Assistant
- Coordinator of Academic Programs
- Liaison for Students with Learning Differences
- Tutoring Coordinator
- Coordinator of Language Proficiency
- Coordinators of Writing Proficiency
- Director of Study Abroad

Major Contacts:
Saint Michael's College  
Job Description  
Job Title: Dean of the College

- Provost/Vice President of Academic Affairs
- President
- Cabinet members
- Trustees
- Faculty, especially Department Chairs
- Associate Deans
- Registrar and staff
- Library Director
- Institutional Advancement
- Academic Affairs staff

**Demonstrates Excellence:**
- Provides exemplary leadership to faculty in all areas
- Facilitates productivity and consensus-building for faculty, which enables tasks to be performed in a timely manner
- Identifies, crafts and leads major curricular and other faculty-related initiatives with enthusiasm
- Directs faculty searches to provide high quality candidates with a passion for the academic mission of the College
- Manages the range of faculty responsibilities and course assignments productively and achieves the greatest level of efficiency possible

**Education and Work Experience:**
- Advanced degree
- Proven, excellent teaching experience at college/university level
- Record of scholarship commensurate with appointment or previous position as a professor in an academic department
- Performance of service in faculty governance

**Analytic Skills:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
- Work is often performed in a typical office environment requiring:
  - Sitting in a normal seated position for extended periods of time
  - Reaching by extending hand(s) or arm(s) in any direction
  - Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
Job Title: Dean of the College

- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range

In performing the duties of Dean of the College, the employee is occasionally required to lift and/or move up to 10 pounds. There are no specific vision abilities required for this job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Flexibility to work irregular hours: nights and weekends
- Ability to conduct overnight travel for alumni functions, academic leadership meetings

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.