

**Job Description
Dean of the College
Deep Springs College**

General Principles:

The Dean works with the president and director of operations to identify and resolve college issues and to strengthen the overall educational program of Deep Springs – including academics, labor, and student self-governance. They collaborate with the student officers, student committees, and student body in managing the affairs of the college.

1. Serve as Dean of the Academic Program:

Provide Academic Advising and Student Support

- a) Work with students as needed to provide academic counseling and interpret our academic policy.
- b) Provide student support for issues pertaining to academic, logistical, and personal matters as needed. The Dean may also support students, faculty, and staff in their roles as Peer Counselors.
- c) Participate in new student orientation.

Maintain High Standards of the Academic Pillar

- d) Teach one class per semester. The Dean may also be available to teach during the interim terms if needed.
- e) Ensure that the standards and guidelines of the Academic Policy of Deep Springs College are observed in practice.
- f) Serve ex officio on the Curriculum Committee. Work with the Curriculum Committee to set the academic calendar, revise and implement academic policy, hear appeals and petitions, etc.
- g) Schedule mid-semester student evaluations and provide faculty with guidance on how to conduct evaluations.
- h) Serve as Academic Liaison Officer and campus supervisor for accreditation. Oversee compliance and reporting to the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.
- i) Serve on the Academic Affairs Committee of the Board of Trustees. Write the Dean's report for each semi-annual trustees meeting and attend committee sessions at these meetings.
- j) Maintain electronic files of the Academic Policy, the Faculty Personnel Policy, and the Handbook.
- k) Supervise the librarian, ensuring that the library is maintained at a high level (e.g., new books cataloged, interlibrary loan maintained, library kept clean).

2. Serve as Dean of the Faculty:

- a) Work with the Curriculum Committee in recruiting faculty applicants, maintaining balance and breadth in curriculum, and encouraging diversity of all kinds among faculty.
- b) Welcome new faculty, and formally orient new faculty as needed, minimally at the start of terms 1,2,4,6.
- c) Support faculty development as needed, including: orienting faculty to seminar-style teaching, aiding faculty as they navigate the unique challenges of the Deep Springs academic pillar, remaining apprised of their classroom performance, visiting classes, writing reference letters to assist faculty in job searches, providing practice job talks, etc.

- d) Schedule and chair faculty meetings, prepare agendas, orchestrate discussion, assure follow-through.
- e) Guide faculty through grading and evaluation procedures; collect and file end-of-semester paperwork (including narrative evaluations, short course descriptions, rosters, grades, complete syllabuses, and course assessments).
- f) Coordinate, with the Curriculum Committee, the evaluation and review of all faculty.
- g) Help to maintain a climate of goodwill and collaboration between faculty and staff.
- h) Work with other staff and students to orchestrate housing arrangements, ensure faculty dwellings are prepared for incoming faculty, and help orient new faculty to life at the College.
- i) Maintain academic personnel files, ensuring all needed access to the Curriculum Committee.
- j) Provide I-9s, W4s, and contracts to faculty.

3. Serve as Transfer Advisor:

- a) Counsel students on college transfer process.
- b) Organize instructional workshop for second-year students.
- c) Support students in writing transfer applications; review application essay drafts.
- d) Write 'dean's letters' as necessary for transfer applicants.
- e) Publicize, encourage, and guide applications for major scholarship opportunities.
- f) Send syllabuses and course descriptions to aid students in transferring credits from Deep Springs classes.

4. Serve as Registrar:

- a) Create, maintain, and dispatch student transcripts.
- b) Guard the college seals.
- c) Hold and disburse end-of-course evaluations to students and faculty.
- d) Produce an annual course catalog (a list of course descriptions, faculty, and academic policy).
- e) Collect data on recent graduates, including transfer rates, credits accepted/denied, number of years to degree, etc.
- f) Assemble custom catalogs as needed to enhance transferability of courses.
- g) Respond to federal and state surveys, disburse aid checks, provide official verification of student matriculation and academic progress.

5. Maintain Institutional Research and Official Publicity:

- a) Perform relevant institutional research as needed (e.g., for IPEDS, college guides, etc.).
- b) Collect and maintain records regarding student background, geographic information, and length of stay at Deep Springs (correlate to alumni survey).
- c) Ensure (with the Communications Committee) that requests for information from college guides and other outlets are responded to professionally and on time.
- d) Update and provide the Deep Springs Handbook for Faculty, Staff, and Students to incoming students and faculty as needed

6. Serve as Academic Budget Officer:

- a) Authorize and monitor the academic portion of the budget (including library, academic supplies and equipment, faculty professional development, etc.).
- b) Monitor the budgets of the Curriculum Committee, the Communications Committee, and the Applications Committee.

- c) Oversee reimbursement of faculty expenses.
- d) Help prepare the annual budget proposal.

7. Other:

- a) Assist the president in welcoming and entertaining both official and informal visitors (e.g. guest lecturers, prospective faculty, trustees of the college).
- b) Serve on the Coordinating Committee, which meets once a week to coordinate community tasks, schedule community events, and identify community issues.
- c) Coordinate with other members of the staff to ensure emergency coverage at all times, and to help students, faculty, and staff respond to crises.
- d) Any other duties as assigned by the president.