**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Rochester Community and Technical College**

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| **Employee Name:**  | **Position Control Number:**  |
| **Department/Division: Academic Affairs** | **Classification Title: MnSCU Admin**  |
| **Date Prepared:** 3/20/2018 | **Working Title:** Dean of Sciences and Health Professions |
| [ ] Non-Exempt [ ] Exempt: [ ] Executive [ ]  Professional [x]  Administrative | *If Exempt, attach required documentation* |
| [ ] Unlimited [ ]  Seasonal [ ] Temporary [ ] Limited  | If seasonal, list months during the season worked  |
| [x] Full-time [ ] Part-time [ ] Intermittent Percent if not full-time \_\_\_\_ % | **Prepared By:** Greg Mosier |

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| This position description accurately reflects my current job. | This position description reflects the employee's current job. |
|  |  |  |  |
| **Employee Signature** | **Date** | **Supervisor Signature** | **Date** |

**POSITION PURPOSE** *(why position exists; how it helps accomplish mission of the department/division)*

### Under the administrative direction of the Executive Vice President, Academic Affairs, (EVPAA) this position sets the vision and is responsible for the Sciences and Health Professions division of academic affairs. The division includes the following programmatic areas: Alcohol and Drug Counseling; Cancer Registry Management; Child, Youth and Family Studies; Dental Assistant; Dental Hygiene; Emergency Medical Technician; Health Unit Coordinator; Health Information Management Careers; Human Services; Nursing (Associate Degree Nursing, Nursing Assistant, Practical Nursing); Sciences (Biology, Biotechnology, Chemistry, Earth Science, Engineering, Environmental Science, Laboratory Science, Natural Science and Physics); and Surgical Technology. In addition, the dean is responsible for supervision of joint programs held with the Mayo Clinic School of Health Sciences (Cardiovascular Invasive Specialist, Clinical Neurophysiology Technology, Histology Technician and Emergency Medicine Paramedic programs). The dean provides both day-to-day management of and visionary leadership for the above academic areas, including obtaining and maintaining national and/or state accreditation as applicable, strategic and academic planning, assessment and continuous quality improvement. This position provides vision for the division in related curricular and co-curricular arenas including but not restricted to liaison work with the Mayo Clinic School of Health Sciences, Destination Medical Center, annual Rochester Regional Science fair, and new science and healthcare program development. The dean serves in a leadership capacity on the RCTC President’s Management Team. This position also interacts and coordinates curricular and related efforts with K-12, Minnesota State colleges and universities and other Higher Education partners. As a part of the College’s academic leadership team, this position works with community organizations, industry and workforce development to understand and address local and regional workforce needs.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. **Leadership/Management**

Provide leadership, vision, direction, coordination, supervision and evaluation of assigned faculty and staff. Responsible for hiring recommendations, orientation, training and development, performance evaluations, administering collective bargaining agreements, and compliance with Minnesota State colleges and universities and State and Federal policies, rules and regulations related to personnel management. Responsible for participating in college wide strategic planning and master academic planning and working with the EVPAA and the other deans to set academic vision, direction and annual priorities.

Actively participate in national and state educational conferences. Monitor and respond to program outcome data. Oversee and assist the EVPAA in coordinating instructional functions of the College with specific accrediting agencies. Oversee accreditation processes for assigned programs, maintaining legal and safety requirements for program operations, completing reports and preparing for on-site visits. Provide leadership for maintenance of annual national and state background studies for all programs in the division as appropriate. Work with the President’s cabinet in setting annual budgets for all programs in the division. Review program analysis and recommend expansion/closure/suspension of existing programs based on need, financial viability and related internal and external factors. Advocate for the needs of students, faculty and staff. Oversee and provide leadership for maintaining program safety standards as required by state and national safety regulatory bodies.

**Priority: Essential Percent of Time: 30%**

 **Key Performance Indicators (KPIs):**

* Meet regularly with internal committees/groups such as Academic Affairs Cabinet, Curriculum Council, individual departments, Program Leaders/Division Coordinators, deans, and other committees as assigned.
* Maintain ongoing, open communication with clinical partners.
* Oversee completion of and approve Annual Program Reviews and Master Academic Plans.
* Oversee completion of accreditation annual reports.
* Meet state and national accreditation requirements for nursing and allied health programs.
* Demonstrated commitment to fostering diversity, ability to work in a collective bargaining environment.
* Ensure background studies are completed and any restriction and disqualifications are applied as needed.
* Annual budgets appropriately set for all programs in the division.
* Successful hiring of faculty and staff as needed.
* Compliance with state and national safety regulations maintained.
* Existence of current articulation and affiliation agreements.
1. **Partnerships/Communication**

Seek and establish partnerships to meet division outcomes. Collaborate with Minnesota State colleges and universities’ partners to co-exist in shared facilities. Develop, implement and maintain pathway programs where applicable. Collaborate with area high schools and post-secondary educational institutions, healthcare agencies, and government agencies to develop educational programs and maximize resources. Serve on advisory committees for all occupational programs. Complete and maintain necessary contracts and clinical/educational affiliation agreements. Partner with deans across the state to promote a cohesive statewide approach to education. Collaborate with other departments to encourage multi-disciplinary approach to education. Work as a program leader and liaison for the joint programs with Mayo Clinic School of Health Sciences. Communicate with Mayo Clinic School of Health Sciences regarding institutional changes and work with them to develop new programs and implement joint program changes. Collaborate with partnering four year institutions to ensure smooth day to operations, student transfer, as well as participate in strategic planning with partners as appropriate.

**Priority: Essential Percent of Time: 30%**

**Key Performance Indicators (KPIs):**

* Demonstrate success in fostering collaborative working relationships.
* Evidence of highly developed interpersonal communication, organizational and facilitation skills.
* Presence at departmental, Program leader/Division Coordinator, and other institutional meetings.
* Feedback from faculty and colleagues from other departments, institutions, and organizations.
* Completion and maintenance of contracts, clinical and education affiliation agreements.
* Maintain a positive, productive and mutually beneficial relationship with Mayo Clinic School of Health Sciences
1. **Curriculum**

Supervise, guide and evaluate programs’ curriculum in collaboration with faculty. Maintain a systematic review process for changes in programs’ curriculum. Lead the division in regular assessment and evaluation of program and course learning outcomes. Monitor and assess the need for evening/weekend courses for student success and retention. Work with program and division faculty to develop new programs as needed. Assist Mayo joint program faculty in admission process, curriculum and program review. Oversee curriculum development, revisions, and evaluations and investigate, develop, and implement new programs and services for the division. Provide guidance for and implement alternate options for degree completion.

**Priority: Essential Percent of Time: 20%
Key Performance Indicators (KPIs):**

* Annual review process for changes in curriculum.
* Ensure curriculum meets accreditation standards.
* Develop educational pathways and articulations.
* Develop new programs.
* Ensure Mayo joint programs needs for general education requirements are satisfactorily met.
1. **Student Advising/Scheduling**

Manage policies related to selection and progression of students in division programs in conjunction with the faculty. In collaboration with admissions staff and advisors, and Mayo Clinic School of Health Sciences representatives, assist with the recruitment and admission of students to RCTC/Mayo joint programs. Assist faculty and staff to direct students to appropriate coursework for successful completion of their respective degree. Coordinate the scheduling of all credit classes in assigned areas to best meet student needs. In addition the Dean of Sciences and Health Professions works as a part of the advisory committees for the joint programs. Provide leadership to maintain a diverse faculty, staff and student body.

**Priority: Essential Percent of Time: 10%**

**KPIs:**

* Formal and informal feedback from the students and other stakeholders.
* Successful student completion of programs, degrees, and national board exams where applicable.
* Course scheduling that allow students to complete programs in a timely manner.
* Successful transfer of students to four year institutions.
* Successful admission, matriculation, and timely graduation of students in the Mayo joint programs.
1. **Budget and facilities**

Manage the non-personnel budget and work with program and departmental faculty to ensure submission of annual budget requests for all areas of the Sciences and Health Professions division. Advocate for program operating and strategic budget requests at the annual leadership budget meetings. Approve purchase orders, requisitions, and equipment repair requests as needed. Manage instructional budget for programs within budget goals set. Manage and make relevant recommendations concerning physical facilities.

**Priority: Essential Percent of Time: 10%**

**Key Performance Indicators (KPIs):**

* Submission of annual budgets that align with Minnesota State colleges and universities, RCTC and division/department strategic priorities.
* Evidence of responsible fiscal management and balanced departmental budgets.
* Presence within the Minnesota State colleges and universities band on instructional cost study comparisons.
* Presence of functional space with the required and desired equipment /supplies to provide state of the art instruction to students
1. The dean will ensure Diversity and Affirmative Action through the following: Ensure compliance with college affirmative action program and equal treatment of all employees; assist in identifying and resolving problems and eliminating barriers which inhibit equal opportunity; encourage the hiring and promotion of qualified protected-class members where disparity exists; communicate the college’s affirmative action policy to unit staff; perform other duties to support affirmative action as assigned by the college president.

**Priority: Essential**

**KNOWLEDGE, SKILLS, AND ABILITIES**

 **Minimum Qualifications**

* Master’s degree in a discipline reflective of this position’s current, new or prospective division programming, or field relative to management and administration.
* Two years’ higher education teaching experience.
* Five years’ post-secondary education experience that includes leadership and/or supervision of faculty and instructional programs.
* Demonstrated experience in educational program and/or curriculum design and development.
* Budget experience.
* Experience in staffing development and evaluation.
* Evidence of an understanding of the diverse academic, socio-economic, cultural and ethnic backgrounds of community college students.

**Preferred Qualifications** *(desired but not expected to have to enter job)*

* Earned Doctorate in a discipline reflective of this position’s current, new or prospective division programming, or field relative to management and administration.
* Experience with strategic planning and evidence of systematic decision making.
* Ability to work and previous experience working in fast-paced, multi-faceted environment.
* Knowledge and experience with accreditation processes.
* Demonstrated success in fostering collaborative working relationships.
* Evidence of highly-developed interpersonal, communication, organizational and facilitation skills.
* Evidence of experience developing strategic partnerships.
* Evidence of professional leadership.
* Demonstrated commitment to fostering diversity.
* Experience working in a collective bargaining environment.

**RELATIONSHIPS**

**This Position Reports to:** Executive Vice President, Academic Affairs

**Supervises**

Faculty and staff

**Internal and External Clientele and Purpose of Contact**

RCTC faculty, staff, and administration; personnel from Health Care organizations and industry partners; Educational partners from Minnesota State colleges and universities and non- Minnesota State colleges and universities institutions; MN Department of Health, and K-12 partners; MN Department of Human Services, and national and state accrediting/regulatory bodies. Purpose of contact: To address community and industry needs in education, to create pathways for students from secondary to post-secondary education, to support safe programming practice, to ensure compliance with background studies, to keep up with statewide and national regulations and changes within them; and to maintain program excellence.

**PROBLEM SOLVING**

The dean must solve a range of problems and concerns involving individual, group and institutional needs. Problem solving often requires weighing the relative merits of complex factors, negotiating with interested parties and making decisions that are ethical, fair and consistent. In developing solutions, the Dean must often propose creative alternatives based on unique situations that present a distinct set of challenges. Problem solving sometimes requires involving other departments, administrative leadership and resources to resolve conflicting interest and perspectives. Creativity is also essential in using staff and physical resources efficiently, identifying new funding sources, and devising innovative strategies to accomplish the goals of the college.

**FREEDOM TO ACT**

**Budget**

The dean is responsible for $350,000 of non-personnel budget including operational and strategic budgets and differential tuition revenue.

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

This position serves as the dean and must be able to make organizational decisions and sign internal, state and national level documents on behalf of the College/departments/programs as the administrative leader. This position involves significant discretion and substantial involvement in the development, interpretation and implementation of departmental policy and procedures.

All employees must comply with department and institution procedures and policies, Minnesota State colleges and universities policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*