



DIVISION DEAN, BUSINESS AND SOCIAL SCIENCES

DEPARTMENT:

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - K](#)

POSITION PURPOSE:

Reporting to the Vice President of Instruction, the Dean of Business and Social Sciences provides vision and organizational leadership for the Business and Social Sciences Division.

NATURE and SCOPE:

The Dean of Business and Social Sciences oversees the departments of Accounting, Anthropology, Business, Child Development, Economics, Geography, Geographic Information Systems and Technology, Global Studies, History, Humanities, Philosophy, Political Science, Psychology, Sociology, Social Science, Social Justice, and Women's Studies departments.

The dean plays a critical role in supervising areas such as class scheduling; faculty hiring and tenure; supervision of administrative support staff; and coordinating with faculty on numerous projects. The dean plays a leadership and liaison role in supporting the development of new curriculum and programs; student learning outcome assessment; and educational quality, student achievement, and student equity. The dean also provides financial accountability and budget development for the division. The dean advocates for student equity issues and serves in advancing the college mission through the support of initiatives relating to service learning, student equity, and social justice.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provides vision, creativity, and leadership to the division as it meets the educational needs of the departments; formulates and implements the division's goals and objectives.
2. Encourages and facilitates open communication among peers, staff and students; resolves interpersonal problems between students, faculty and staff.
3. Leads course scheduling activities, including the planning and implementation of online, hybrid, and dual modality courses. Works with faculty and department chairs to schedule classes in a student-centered fashion that aligns with guided pathways.
4. Oversees faculty and classified staff assignments, faculty and staff evaluations, and teaching load of all full-time and part-time faculties.
5. Supports the Academic Senate in selecting members of shared governance, tenure review, and college curriculum committees.
6. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
7. Coordinates, designs, and supports opportunities for professional development of faculty and staff.
8. Develops and administers the annual division budget.

9. Coordinates all reporting related to classes, personnel, students, budgets, and facilities and equipment.
10. Supports the development and review of curriculum and student learning outcomes.
11. In collaboration with faculty, reviews enrollment trends; identifies implications on the division's goals and objectives, and implements a plan for action.
12. Provides support and direction for marketing and communication efforts, fundraising efforts, and public information requests related to division operations.
13. Collaborates with external agencies, advisory bodies, accrediting commissions, and other organizations related to the division's programs and services.
14. Represents the division in an administrative capacity as assigned.
15. Teaches classes in area(s) of specialty.
16. Supports and coordinates college, division, and program initiatives and activities, including service leadership and campus abroad.
17. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
18. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
19. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Interest in students and ability to understand student issues and concerns.
2. Budget development, personnel selection and program evaluation.
3. Departmental procedures, practices and policies.
4. Curriculum development.
5. Foothill College governance policies.
6. District Mission and Values.
7. Quality principles of trust, teamwork and collaboration.
8. Principles and practices of higher education organizations and structures.
9. Principles of leadership, management, and supervision.
10. Concepts and principles of student learning.
11. Computers: Word, Word Perfect, technological communication tools.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Supervise and/or manage diverse instructional programs that serve a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Proven leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. Motivational and mediation skills preferred.

Education and Experience:

1. Master's degree from an accredited institution in a discipline within or related to the division or the equivalent.
2. One year of administrative experience, formal training, internship, or leadership in an area related to business and social sciences.

Preferred Qualifications:

1. Teaching experience in one discipline within the division.
2. Two years experience as an administrator.
3. Experience in supervision or coordinating academic and/or workforce education programs.
4. Experience in financial and personnel management.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: January 2003; October 2021

Ed Code: H-10

Creditable Service: STRS