The Instructional Dean will be responsible for overseeing the disciplines assigned, including the overall effectiveness and quality of those programs/disciplines. Instructional Deans will be expected to work closely with the Vice President of Instruction (VPI), Instructional Deans, and other college personnel to further the mission of the institution. Actively engage in and be responsible for student success through transfer and career readiness, academic rigor and integrity, and the development of faculty, curriculum, and student support services.

RESPONSIBILITIES
- Resolve student and faculty issues received from a Department Chair/Program Chair. Act as the first point of contact for student and faculty complaints from disciplines that do not have a Department Chair/Program Chair
- Responsible strategic planning in the area of supervision
- Responsible for the evaluation of Department Chairs/Program Chairs and faculty
- Oversee the support staff of the division
- Responsible for the development and timely submission of course schedule, budgets, master plan initiatives, and load reports
- Responsible for curriculum development and submission of proposed changes to the Curriculum Committee
- Serve on committees as assigned
- Oversee program reviews and course assessment in areas of supervision
- Assume responsibility for specific functions as assigned by the VPI
- Engage in resource development for areas of responsibility, including public and private grants as well as other external funding
- Oversee the Helen L. Greathouse and Manor Park Child Care Centers
- Coordinate the New Faculty Academy
- Teach assigned Lecture Equivalent Hour (LEH), if applicable
- Other duties as assigned by VPI

QUALIFICATIONS
Required:
- Master's degree and credentials sufficient to qualify to teach in a discipline supervised
- Five years of college teaching experience
- Three years of administrative experience in a college
- Knowledge of basic computer applications
- Managerial and organizational skills
- Ability to communicate effectively, both written and oral
- Knowledge of SACS/COC and Coordinating Board rules as applicable
- Understanding of internal college processes such as hiring, purchasing, work orders, etc.
- Knowledge of and commitment to building a “culture of evidence” and the use of assessment for improvement
- Demonstrated successful experience in Distance Learning education

Preferred:
- Doctorate
- Quality Matters completion or certification

SALARY
Salary range $72,500-$85,000 per year. Salary is commensurate with educational qualifications and experience. Excellent fringe benefits.
Position available August 3, 2015 and will remain open until filled.

APPLICATION
Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to: ApplyMC@midland.edu.
Natasha Morgan
Director of Human Resources
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.