

**Position Description
Associate Dean for Academic Affairs
College of Education**

Position Description

The Associate Dean for Academic Affairs in the College of Education is a leader and champion in the areas of assessment, accreditation, and curricular innovation. The Associate Dean for Academic Affairs provides college-level leadership, management, and oversight of all academic affairs of the College of Education. In this context academic affairs refers to: all activities involving the creation, maintenance, revision, or deletion of curriculum, courses, sequences of courses and programs of study offered by or within the College; all managerial activities related to that curriculum (including periodic assessments, required reporting, and accreditation/licensure requirements); and the support of faculty and students in the delivery of that curriculum (including undergraduate and graduate academic advising, student performance reviews and discipline, grade appeals, and other problem resolution). The Associate Dean for Academic Affairs is also responsible for overseeing student recruitment and retention efforts college-wide. The Associate Dean for Academic Affairs works closely with the Associate Dean for Research, Resources, and Innovation and the Dean of the College to ensure outstanding service from the Dean's office to all College faculty, staff, and students.

Organizational Relationships

The Associate Dean for Academic Affairs reports directly to the Dean of the College of Education. The Associate Dean for Academic Affairs supervises the staff of the Student Services office as well as the Director of Teacher Preparation and Development, the Coordinator of Professional Development, the Coordinator of Retention, and the Coordinator of Recruitment. With the Associate Dean for Research, Resources, and Innovation, the Associate Dean for Academic Affairs jointly supervises office support staff as assigned to the Associate Deans.

Responsibilities

Curricular and Advising Responsibilities

- Create and nurture a climate of curricular innovation in the College
- Oversee COE Curriculum Committee
 - Set agenda and meet bi-weekly
 - Process and approve proposals accordingly for the Provost's Office, Baccalaureate Council, Graduate School, etc.
 - Track and regularly update Course Outlines
 - Assign faculty and staff to appropriate University Committees to represent the college
- Serve on the University Curricular Deans' Committee (meets monthly)
- Advocate for and support the development of innovative curriculum and programs
- Review and resolve curricular and programmatic issues across colleges
- Work with the University Committee on Advanced Programs for Certification in Education (CAPCE)

- Work with the University Committee on Initial Educator Licensure (UCIEL)
- Work with faculty and staff from program areas and departments to promote the development of alternative delivery formats (e.g., off-campus, on-line, hybrid, and time-shifted) courses and programs
- Lead faculty and staff in the development, implementation, and evaluation of engagement experiences (e.g., clinical and field experiences for teacher licensure and non-licensure programs)
- Work with members of the Student Services office to oversee college and departmental undergraduate and graduate student recruitment, advising, and retention activities
- Lead faculty and staff in the development, implementation, and evaluation of mentoring programming to support student success in the college
- Serve as a resource when resolving faculty and/or student issues related to courses and programs
- Work with the Associate Dean for Research, Resources, and Innovation and the Director of External and Global Programs to promote college courses and programs during the summer and at off-campus locations
- Serve as a primary contact point for external COE partners (e.g., school districts)

Supervisory Oversight

- Supervise the Director of COE Student Services office
- Supervise Director of Teacher Preparation and Development
- Supervise Coordinator of Professional Development
- Supervise Coordinator of Recruitment
- Supervise Coordinator of Retention
- Co-supervise, with the Associate Dean for Research, Resources, and Innovation, office support staff assigned to the Associate Deans

Assessment and Accreditation

- Provide leadership, support, and mentoring for all assessment and accreditation activities in the College
- Coordinate, review, and evaluate:
 - Internal and external reviews
 - Annual Assessment Update Degree Reports (NIU Institutional Effectiveness)
 - Mid-Cycle Status Degree Reports (NIU University Assessment Panel)
 - Full-Cycle Status Degree Report (NIU Academic Planning Council)
 - Annual Licensure Reports (NIU Educator Licensure)
 - Council for the Accreditation of Educator Preparation (CAEP)
 - Specialized Professional Association (SPA) Reports
 - Higher Learning Commission
 - Diversity and Technology Reports
 - Professional Specialized Accreditation Reports (CACREP, CAATE, VTR, TVI, O&M)

Curriculum

- Direct Implementation Strategies under his/her responsibility include:
 - Curricular mapping
 - Curricular infusion of culturally sensitive pedagogy, Human Diversity Requirement, writing-fused, research-infused
 - Honors program
 - General education
 - Degrees, minors, certificates of study, emphases, specializations, endorsements, accelerated programs

Intentional Growth - Recruitment, Enrollment, Retention

- Enrollment
- Recruitment
- Credit-hour production
- Retention
- Degrees conferred
- Diversity/equity measures
- 2+2 community college agreements
- Dual credit

Innovative Practices

- Supervise the Educate and Engage series of programming
 - Educate Local
 - Educate U.S.
 - Educate Global
 - Engage Local
 - Engage U.S.
 - Engage Global

Other: Data, Analytics, Forms

- Responsible for review and completion of the following:
 - Temporarily inactive degree program
 - Graduate tuition waivers
 - Verification of non-duplication
 - Faculty/staff tuition waivers
 - Permission to teach a graduate course for credit
 - Appointment to membership on the graduate faculty
 - Dissertation committee forms
 - Site/clinical placement internship forms
 - eXplorance Blue and course evaluation system
 - Course Activity Document (CAD)
 - SSC Campus (Navigate)
 - edTPA
 - Course articulation forms
 - Course fees
 - Semester course grading

Committee Representation

- COE Senate (meets weekly)
- COE Deans (meets weekly)
- COE Curriculum Committee (meets twice monthly)
- COE Teacher Education Committee (meets monthly)
- NIU Strategic Enrollment Management Committee (meets monthly)
- Other COE and NIU *Ad Hoc* Committees (periodic)

Revised January 2019