
Position:	Interim Dean of Instruction This is a full-time position that will be filled by temporary appointment pending a formal search process within one year.
Description:	The Dean of Instruction is the chief instructional officer of the College. The dean plans and coordinates all aspects of academic programs for academic divisions and related academic matters; develops and recommends academic budget; implements procedures regarding recruitment, selection, development, appraisal and compensation of faculty and academic administrators; leads faculty in the achievement of academic objectives; monitors progress toward objectives and ensures that necessary reports are submitted; serves as liaison with accrediting bodies on academic matters; represents the president and college to external groups.
Minimum Qualifications:	Interviews can only be extended to applicants who meet the minimum qualifications. Following are the minimum required qualifications for this position: <ul style="list-style-type: none">• Master's degree from a regionally accredited institution• Three years of full-time teaching experience at the two-year college level• Five years of progressively responsible higher education administrative experience, to include instructional program planning, implementation, and evaluation; fiscal management and budget development; and continuous quality improvement• Program development experience in community college curriculum initiatives• Demonstrated knowledge and application of policies and procedures governing a community college, particularly in the two-year college system in Alabama• Demonstrated knowledge and application of the regional accreditation process which includes an understanding and application of measuring institutional effectiveness• Ability to represent the College with external groups• Effective oral and written communication skills; proficiency in the English language• Competent use of the Microsoft Office suite
Preferred Qualifications:	The following are preferred qualifications for this position: <ul style="list-style-type: none">• Earned doctoral degree• Experience with community college articulation and transfer issues• Grant development and management experience• Experience at a Dean's level• Should be comfortable using a web browser (i.e., Internet Explorer).
Duties & Responsibilities:	The duties and responsibilities of this position include the following: <ol style="list-style-type: none">1. Advance the instructional mission of the College.2. Promote excellence in the faculty, the instructional programs, and the academic support areas.3. Facilitate curriculum development, to include technological advances.4. Ensure the assessment of learning outcomes.5. Provide fiscal leadership for instructional programming and budget development.6. Supervise and coordinate the day-to-day operations of the instructional program and academic support areas.7. Lead professional development and training of faculty.8. Maintain and implement system for performance evaluations of faculty.9. Provide a vision for excellence in student learning and innovative approaches that address the educational and technological demands of the 21st century.10. Perform other duties as assigned.

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Salary: Salary level will be determined by educational attainment and years of directly applicable experience according to the State Board of Education **Salary Schedule B**. This is a full-time position with a **salary range from \$82,494 to \$113,926**.

Anticipated Begin Date: August 15, 2011, or as negotiated. **This is a full-time position that will be filled by temporary appointment pending a formal search process within one year.**

Application Procedure: To be considered for an interview, the applicant must **submit all of the following**:

- Cover Letter
- Current Résumé
- A completed CVCC Employment Application form (Rev. 5/12/2008)
- Copies of transcripts (unofficial or official) from all colleges from which degrees have been granted. Degree(s) must be posted on transcripts.

Application materials submitted via facsimile or e-mail will NOT be accepted.

Verification of Employment letters will be required after an offer of employment has been made. Verification letters should, at a minimum, include the work experience indicated on page two of your application. This information will be used to help determine salary schedule placement and is **required within fifteen (15) working days** of acceptance of an employment offer.

To secure an employment application go to www.cv.edu. Please do not staple any documents in your packet. Send complete application packet to the Department of Human Resources, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869. **Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.** Unofficial transcripts are acceptable for application; however, official transcripts must be received by the College prior to a contract being extended to the successful candidate.

Application Deadline: Application materials **must be received** in the Human Resources Office **no later than 5:00 p.m. EDT, Wednesday, August 10, 2011**, to ensure full consideration.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee may then select applicants for in-person interviews which may consist of the following activities: question/answer session, written assignment, and/or oral presentation. Upon completion of the in-person interviews, the Committee will recommend finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

Additional Information: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. The College will not incur the cost of applicants' interview expenses.

Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

An offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed. In addition, the applicant will be responsible for the nonrefundable \$13* cost of the criminal background investigation. *Other charges may apply, including an additional motor vehicle reporting fee for a non-Alabama driver's license.

It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program, activity or employment. CVCC is an Equal Opportunity Employer.