

Division Assistant Deans

Members: **Assistant Deans, Directors, Deans, & Vice President**

Responsible Units: Academics, Vice President's Office

Reference: [KCTCS Administrative Policies and Procedures 1.5.6.7](#)

Date Approved: December 2005

Date Revised: July 1, 2017

The Assistant Dean serves as chair of the division faculty in the development by the division of policies in regard to such matters as the implementation and revision of programs and courses. The Assistant Dean assists the Dean and Vice President in the preparation of the class and teaching schedule for the division and presides over all divisional meetings and is an ex-officio member of all divisional committees.

The Assistant Dean has administrative responsibility for implementing the division's program within the limits established by the regulations of KCTCS, policies of the KCTCS Senate, and the rules and regulations of the College. The Assistant Dean shall be responsible for advising the Dean, Vice President, and President on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure, after consultation with the tenured faculty of the division.

The Assistant Dean shall assist with the periodic evaluation of members of the division by procedures and criteria established by KCTCS, the College itself, and divisional faculties. Vice President shall make recommendations to the President, who shall make final decisions about such evaluations.

In connection with the Assistant Dean's major administrative functions, the Assistant Dean shall seek the advice of members of the division, individually or as a group, or of advisory committees that the Assistant Dean may appoint.

The Assistant Dean speaks for the division. In the event that the Assistant Dean feels it necessary to depart from the opinion of the division faculty, the Assistant Dean must communicate the divisional faculty opinion as well the Assistant Dean's recommendation or advice, stating reasons for differing from the divisional faculty opinion, and notify the divisional faculty of such action.

The Assistant Dean shall be appointed for a term of three years and normally shall serve for no more than three consecutive terms. Search committees shall operate under procedures prescribed by the President after consultation with the KCTCS Senate Rules, if applicable.

Procedures to Follow in the Appointment of an Assistant Dean

Search committees for Assistant Deans of divisions are appointed by the President and provide the faculty members of the concerned division with an opportunity for:

- Recommending possible candidates for the assistant dean for the division;
- Meeting with any seriously considered candidates reviewed by the committee; and
- Providing written comments to the committee about the candidates whom they have met.

A search committee is expected to maintain confidentiality with respect to its work and considerations. According to KCTCS's policy on affirmative action, no candidate shall be accorded preferential treatment or discriminated against. It is the role and responsibility of the search committee exclusively to make the final recommendations on candidates with supporting rationale to the President who appointed the committee.

Division Assistant Dean Search Calendar

November 1	Search Committees named and charged
November 30	Division forwards at least two names (with strengths and weaknesses) for interviews
December 15	New Division Assistant Deans named