

SECTION: Administrative Position Descriptions
SUBJECT: Dean of Academic Programs and Services – Administrative Staff
SOURCE REFERENCE: GSCC Internal Information

NUMBER: C/1.4

Dean of Academic Programs and Services - Administrative Staff

Assistant Dean of Instruction, Science and Mathematics

The Assistant Dean is the chief academic officer of the Division (which includes Astronomy, Biology, Chemistry, Physics, Physical Science, and Mathematics), charged with implementing institutional policies as applicable. The Assistant Dean teaches in the Division and is also responsible for budget management, program evaluation, faculty/staff supervision and evaluation, and recruitment and retention.

Division Chair, Language and Humanities

The Division Chair of Language and Humanities is the chief academic officer of the Division (which consists of developmental Reading and English, composition, literature, foreign languages, communication, and humanities), charged with implementing institutional policies as applicable. The Chair teaches in the Division and is also responsible for budget management, program evaluation, faculty/staff supervision and evaluation, and recruitment and retention.

Division Chair, Fine Arts

The Division Chair of Fine Arts is the chief academic officer of the Division (which consists of art, music, theater, and The Wallace Hall Fine Arts Center), charged with implementing institutional policies as applicable. The Chair teaches in the Division and is also responsible for budget management, program evaluation, faculty/staff supervision and evaluation, and recruitment and retention.

Division Chair, Business, Legal Studies, and Computer Science

The Division Chair of Business, Legal Studies, and Computer Science is the chief academic officer of the Division (which includes Accounting, Business, Criminal Justice, Economics, Health Information Technology, Management, Marketing, Office Administration, Computer Science, and Paralegal/Legal Assistant), charged with implementing institutional policies as applicable. The Chair teaches in the Division and is also responsible for budget management, program evaluation, faculty/staff supervision and evaluation, and recruitment and retention.

Division Chair, Social Sciences

The Division Chair of Social Sciences is the chief academic officer of the Division (which includes Sociology, Psychology, History, Religious Studies, Human Services, Early Childhood Development, Geography, Philosophy, and Political Science), charged with implementing institutional policies as applicable. The Chair teaches in the Division and is also responsible for budget management, program evaluation, faculty/staff supervision and evaluations, and recruitment and retention for the division.

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Director of Distance Education, Faculty Development, and Learning Resources

The Director of Distance Education, Faculty Development, and Learning Resources is responsible for the planning and evaluation of the distance learning programs as well as the organization, delivery, and evaluation of faculty orientation, training, development, and learning resources (library services).

Director of International Programs/Alabama Language Institute

The Director coordinates recruiting, admissions, records, and advising activities for international students and oversees the Alabama Language Institute.

Athletic/Academic Director

The Athletic/Academic Director provides administrative oversight for intercollegiate athletics, community park activities, and the HPR academic division as well as teaches in the division. The Athletic/Academic Director develops and oversees an effective HPR academic program and a comprehensive athletic and recreational program for students and the community. Head coaching responsibilities may be assigned.