



CISCO COLLEGE

**Job Posting**  
**Dean of Instruction**  
**/ Accreditation Liaison**

Date Posted: July 12, 2022

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Dean of Instruction / Accreditation Liaison. This position requires a master's degree, teaching experience at the college level, documented experience developing, organizing, and successfully implementing education-related programs, projects, or curriculum, and proven ability to collaborate effectively with faculty, staff, and administration. The Dean of Instruction has oversight of academic transfer courses and programs and provides leadership for focusing on student learning. The Dean acts as the College's Accreditation Liaison, serving as the primary line of communication between the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the College. The AL will possess high level knowledge of the institution including its resources and programs, a keen interest in and understanding of accrediting activities, and effectively communicate to all parties participating in the accreditation process.

This position requires flexible hours, creative thinking, and the ability to work well with other departments. The position will be based at the Abilene campus of Cisco College and is a full-time, 12-month position. Applications will be accepted until the position is filled.

**CISCO COLLEGE** offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

*Please note: A complete resume package must include a cover letter, completed Cisco College Application (available on the Employment Page of the college website at [www.cisco.edu](http://www.cisco.edu)), resume or Curriculum Vitae (CV), teaching or leadership philosophy, and **unofficial** copies of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

**Resume packages should be submitted to:**

Laurie Kincannon  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
254-442-5121

[humanresources@cisco.edu](mailto:humanresources@cisco.edu)

Cisco College is an Equal Opportunity Employer

# Cisco College

## Job Description

**Job Title:** Dean of Instruction / Accreditation Liaison  
**Reports to:** Vice President of Instruction  
**Updated:** July 7, 2022

### Job Summary

The Dean of Instruction has oversight of academic transfer courses and programs and provides leadership focusing on career pathways, completion and retention efforts, and student learning in all college-level courses. The Dean makes recommendations concerning instructional policy, processes, and services, and provides leadership and direct supervision for the academic transfer programs. The Dean is responsible for coordination of all aspects of the following: departmental budgets, hiring and supervising full-time and adjunct faculty, class schedule information, adjunct faculty and overload payroll, curriculum revision and expansion, and assessment of student learning. The Dean is responsible for working with the Director of Institutional Effectiveness, Research and Planning, and chairpersons to develop and maintain a comprehensive assessment of student learning program and for ensuring that assessment findings are utilized to seek improvements in student support and learning. The Dean is responsible for working with all other deans and directors to maintain consistency and communication.

As the Accreditation Liaison, the Dean ensures that compliance with accreditation requirements is incorporated into the planning and evaluation processes of the College, serves as the primary resource for SACSCOC accrediting policies and procedures, and familiarizes College personnel with these policies and procedures. The Dean serves as the College's contact person with SACSCOC staff, and as the College's resource person during the decennial and 5th year reports and help prepare for and coordinate reaffirmation and other accrediting visits and reports.

It is expected that the Dean of Instruction will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The Dean must cooperate and work harmoniously with college personnel and the public, and must follow all Cisco College policies, rules and regulations as they relate to this position.

### Primary Duties

#### Instruction:

1. Provides leadership in cultivating an atmosphere of genuine support, and scholarly collegiality within Cisco College.
2. Keeps the Vice President of Instruction (VPI) informed of all college affairs related to college level courses and academic support. Meets regularly with the VPI to review instructional programs and establish priorities.
3. Serves (as requested) in numerous capacities as the surrogate for the VPI to maintain continuity of philosophy and academic values throughout Cisco College.
4. Keeps deans, division chairs and program directors informed of all college affairs and meets regularly to review instructional programs and establish priorities.
5. Works with division chairs in the development and implementation of effective teaching and learning processes, programs of study, and learning resources (including text books) in accordance with the college mission.
6. Works closely with other instructional deans and directors to coordinate teaching and learning resources and activities across departments and serves on the Administrative Council.
7. Works with the Director of Institutional Effectiveness, Research, and Planning to ensure that college-level competencies are clearly defined and assessed. Ensures that assessment findings are used to seek improvement in programs, services, and student learning. Coordinates segments of college assessment reports.
8. Works with division chairs to ensure that the primary responsibility for the content, quality, and effectiveness of the instructional curriculum is the responsibility of the faculty, that program and learning outcomes are clearly established and assessed by the faculty and that all applicable programs work effectively with Advisory Boards.

9. Develops and keeps current the class schedule for courses and ensures compliance with the faculty load policy for both full-time and adjunct instructors. Submits pertinent information to the appropriate offices by the designated deadlines and attends registration in Cisco and Abilene.
10. Makes recommendations to the VPI regarding personnel decisions and participates in the selection and development of personnel, ensuring that credentials and skills are clearly established.
11. Makes recommendations to the VPI regarding instructional policies, procedures and program development and expansion.
12. Oversees budget development and spending for all instructional programs.
13. Works with the VPI to coordinate planning and implementation of faculty in-service and facilitates faculty and staff development as well as required continuing education for required licenses and certifications.
14. In conjunction with the VPI, coordinates the purchase and utilization of instructional equipment at the Abilene Educational Center.
15. Ensures implementation of administrative decisions and directives.
16. Remains knowledgeable of and helps to ensure compliance with college Board policy, The Higher Education Coordinating Board rules and regulations, the Southern Association of Colleges and Schools Commission on Colleges principles, and with federal and state laws regulating higher education within areas of responsibility.
17. Assists individually accredited programs in maintaining/acquiring accreditation.
18. Maintains confidentiality on appropriate matters.
19. Completes all elements of the Evaluation Plan, working with the VPI to establish goals and evaluate performance. Assists deans, chairs, and directors in determining faculty training and improvement plans.
20. Ensures completion of special projects and assignments as directed by the VPI.
21. Other duties as assigned.

**Accreditation:**

22. Keeps abreast of professional development in teaching and learning, assessment, and higher education issues related to instruction and student learning.
23. Notify the SACSCOC in advance of substantive changes and program developments in accordance with the substantive change policies of the SACSCOC and the College, and provide oversight and direction for the timely submittal of these requests and reports. Coordinate the notification and approval of substantive changes, including writing prospectuses and assisting partner dual credit high schools with providing information and hosting site visits.
24. Make recommendations related to processes and policies relevant to substantive change to ensure compliance with SACSCOC substantive change policy.
25. Coordinate the preparation of the annual profiles and all other SACSCOC reports requested. Ensure electronic College data collected by SACSCOC is accurate and timely.
26. Serve as the College's resource person during the decennial and 5th year reports and help prepare for and coordinate reaffirmation and other accrediting visits.
27. Act as or coordinate the selection of lead writer and editor for the decennial compliance certification, 5<sup>th</sup> year report, and QEP, coordinating with all areas of the college to ensure accurate and sufficient narratives and documentation.
28. Coordinate the College's QEP efforts including topic selection process, surveys, data collection, focus groups. Assist QEP personnel in drafting, designing, and reviewing the QEP, annual progress reports, and Impact Report.
29. Maintain files of all accreditation materials, such as, reports related to SACSCOC reviews and visits, accreditation committee reports, accreditation manuals, standards, and policies, schedules of all visits, and correspondence from accrediting offices. Ensure that all SACSCOC correspondence and reports are archived for future reference.
30. Research and study the SACSCOC website to become familiar with accreditation documents, materials, policies, and publications. Utilize SACSCOC training and informational resources.
31. Maintain contact with the SACSCOC staff member assigned to Cisco College.
32. Become involved with SACSCOC activities by attending the annual meeting and other conferences and workshops, to the extent possible.
33. Become familiar with the College's accreditation history by reviewing past documents, correspondence, and reviews.
34. Ensure the College meets its financial obligations to SACSCOC through the timely payment of dues and fees.

**Direct Supervision**

- Agriculture & Business Chair
- Language & Communication Chair
- Social Sciences Chair
- Mathematics Chair
- Sciences Chair
- Fine & Performing Arts Chair
- Director of Theater

**Minimum Qualifications**

1. Teaching experience at the community college level.
2. Documented experience developing, organizing, and successfully implementing education related programs, projects, or curriculum.
3. Experience with higher education accreditation.
4. Excellent written and verbal communication skills.
5. Excellent computer application skills including document/report creation, PDF creation and editing, interactive documents including indexes, cross-referencing, bookmarks/hyperlinks.
6. Ability to work on simultaneous projects and prioritize accordingly.
7. Proven ability to collaborate effectively with faculty, staff and administration.
8. Commitment to and advocate for the Community College Philosophy.

**Preferred Qualifications**

1. Demonstrated administrative experience.
2. Master's Degree.
3. Recent experience with SACSCOC.
4. Ability to lead major projects, employing direct control and strong influence over and collaboration with College personnel.

**Working Conditions**

1. Busy working environment with numerous interruptions.
2. Additional working hours with varied times and days.
3. Some travel required.
4. Based at Cisco College Abilene campus.