

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Associate Dean Humanities and Social Sciences.

Associate Dean

Position: _____

Department: _____ Humanities and Social Sciences

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): _____ 8am to 5pm

Salary Schedule (Range): _____ M-19(14,671-15,010)

Background and Rationale (use back of form if additional space is needed): Please see attached

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). None

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____ 11000-34 0000-121000-601000-1200 _____ 100 % Amount \$ _____ 241,674

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary

☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

Karelyn Hoover Digitally signed by Karelyn Hoover
Date: 2023.10.11 17:55:35 -07'00'

1. Requesting Manager Signature

Date _____

Kelly Fowler Digitally signed by Kelly Fowler
Date: 2023.10.11 17:55:46 -07'00'

2. Division Vice President Signature

Date _____

3. Chief Compliance/Budget Officer Signature

Date _____

4. Human Resources Signature

10/16/2023
Date

5. Vice President, Human Resources

10/16/2023
Date

☒ Funding available ☐ Funding not available Position Number: MA9984 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Lance Heard
Last day of employment: 10/18/23 Reason
for vacancy: Promotion to Dean Tech & Health
(Attach **Existing** Job Description)

☐ Newly Funded Position Fiscal Year _____

☐ No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified ☐ Confidential
☐ Supervisory ☒ Administrative

****For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Fund Unrestricted

Martha Stare
6. Signature of President/CEO

October 17, 2023
Date

HR 101 – RTF Form

Revised 11.2.17 LB

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	AM
Enter salary range	19
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$241,674

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 9.28.23 (included 4.11% CSEA 262)

Background and Rationale for Associate Dean

I am requesting the position of Associate Dean, Humanities & Social Sciences, be filled as soon as possible.

The division is the largest of its type in the district, with around 8,000 Full Time Equivalent Students (FTES), over 100 fulltime faculty, 250 adjunct faculty, eight classified staff, and four managers. There are eleven academic departments with multiple disciplines. The division is also responsible for the Writing Center, the Honors Program, the Speech & Sign Success Center (SSSC), the Pride Center, the Teacher Preparation Institute (TPI), and the Study Abroad Program.

Enrollment management is a significant portion of the workload due to the large number of courses scheduled, over 960 in fall and spring. This is approximately 30-40% of all credit courses offered by the College. We offer approximately 70 dual enrollment courses per year and we are growing in our dual enrollment offerings. Close and ongoing coordination with Department Chairs and faculty is necessary to respond quickly and adapt to student demand with schedule changes for both current and upcoming terms based on modality of courses offered and professor availability. The division regularly hires adjunct faculty to cover new course offerings.

With a large number of employees, evaluations constitute another workload demand. In addition to eight annual classified evaluations, there are four managers who report to the Dean. On average 70 fulltime faculty evaluations take place annually. There are currently seven probationary faculty in year one, roughly a half dozen more probationary teams, about 35 tenured faculty evaluations will be due in spring as well as department chairs and reassigned time faculty evaluations.

Among the various other responsibilities to be managed, the budget has to be maintained, including about \$18.8 million general funds. There are also SEAP funds distributed amongst the Writing Center, SSSC, and the Pride Center, along with restricted and one-time lottery funds for various programs.

ASSOCIATE DEAN, HUMANITIES AND SOCIAL SCIENCES

DEFINITION

Under administrative direction, assists in planning, organizing, controlling, and providing administrative direction and oversight for all operations, activities, programs, and services of the Humanities and Social Sciences Department; coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Humanities and Social Sciences Department and enhance educational effectiveness of designated programs and services; assists in department-wide educational planning and program development in accordance with missions, goals, and objectives of the District and department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Humanities and Social Sciences. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Humanities and Social Sciences Department, including short- and long-term planning and development and administration of departmental policies, procedures, and programs. This class provides assistance to the Dean, Humanities and Social Sciences in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department. This class is distinguished from the Dean, Humanities and Social Sciences in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, controls, and directs designated operations, activities, programs, and services of the Humanities and Social Sciences Department; assists in establishing and maintaining department timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Assists with department-wide educational planning and program development in accordance with missions, goals, and objectives of the District and department; administers and monitors assigned department programs and services to ensure compliance with established curriculum and content standards and requirements; participates in development, analysis, and implementation of curriculum standards to

meet student needs; develops and recommends new courses and instructional activities as needed.

3. Coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Humanities and Social Sciences Department and enhance the educational effectiveness of assigned programs and services.
4. Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
5. Assists the Dean in conducting faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
6. Participates in the development, management, and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
7. Contributes to the overall quality of the department's service; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Dean.
8. Coordinates activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to department programs and services.
9. Reviews faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.
10. Reviews Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the department.
11. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning department operations and activities; provides detailed and technical information concerning department programs, services, curriculum, and courses.
12. Coordinates department programs, services, and communications between administrators' faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of department activities.
13. Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
14. Participates in identifying, applying for, and administering grant funding.
15. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Humanities and Social Sciences Department.

16. Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations in the related to the area of assignment.
17. Maintains and directs the maintenance of working and official departmental files.
18. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
19. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean.
20. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
22. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
23. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
25. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
26. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
27. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
6. Curriculum standards, requirements, and assessments, and instructional techniques and strategies related to Humanities and Social Sciences programs and services.

7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Provide administrative and professional leadership and direction for the department and the District.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer a variety of departmental programs, projects, and administrative activities.
12. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and specialized software applications programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to a Master's degree from a regionally accredited college or university with coursework in any academic discipline; OR
 - a. A valid California credential that authorizes services as a community college administrator; and
2. Five (5) years increasingly responsible management experience related to an administrative assignment at an institution of higher education, including teaching experience.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical

substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023