

# HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

**Job Description:** Dean of Instructional Degree Programs  
**Organization:** Hubbard College of Administration of Tampa Bay, Inc.  
**Office:** 310 Wildwood Way | Belleair, FL 33756 | [www.hcatampabay.org](http://www.hcatampabay.org)  
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## **SUMMARY OF POSITION:**

The Dean of Instructional Degree Programs oversees Division 4, Department 12, "Instruction" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction of the Vice President of Academic Affairs, the Dean of Instructional Degree Programs is responsible for the development, implementation, maintenance and evaluation of the Instruction Department, including all assigned instructional operations, activities, programs and services which may include, but are not limited to, development and implementation of instructional policies and procedures; recruitment and selection of qualified faculty in collaboration with the Human Resources Department; assignment of faculty teaching schedules; monitoring of faculty workloads; the assessment of faculty performance and the coordination of professional development programs and activities for faculty.

The Dean of Instructional Degree Programs also oversees the development, organization and implementation of the class schedule; ensures a class schedule production timeline that permits adequate time for dissemination of a final course schedule to enhance student academic planning; ensures the development of a class schedule that mitigates for class overlap to allow students a wide range of class schedule options; and the management of the class schedule addressing faculty availability and workloads, enrollment fluctuations and other logistical challenges.

The Dean of Instructional Degree Programs works in coordination with the Director of Student Enrollment in planning, implementing and coordinating the academic calendar. In assuming these responsibilities, the Dean of Instructional Degree Programs works closely with academic deans, directors, other administrators and members of the faculty.

The Dean of Instructional Degree Programs serves as a leader in the planning of the instructional programs, assuring quality of instruction, selection and development of faculty, and advancement of the strategic plan, the educational master plan, and the goals and objectives of HCA TB.

The Dean of Instructional Degree Programs will serve as advisor to the Vice President of Academic Affairs in matters related to instruction, class scheduling and faculty selection, assignment and development.

The Dean of Instructional Degree Programs ensures that accreditation standards and state and Federal regulations are implemented in instructional policies and procedures.

The Dean of Instructional Degree Programs assumes responsibility for making decisions necessary for the effective operation of assigned instructional programs; fosters cooperative working relations among College staff; provides highly responsible and complex professional assistance to the Vice President of Academic Affairs in areas of expertise.

The Dean of Instructional Degree Programs is responsible for all budgetary matters related to the instructional programs, ensuring resources are available to support instructional programs and initiatives and professional development.

The candidate for this position is an experienced leader with a clear, focused commitment to academic excellence and innovation and works collaboratively with deans, directors, other administrators and faculty members to improve teaching and learning.

The candidate is a creative, visionary leader who will inspire staff, faculty and the community.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable and is accessible on campus and in the community.

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The candidate fosters unity among staff for the good of the College.

The candidate is committed to the effective use of technology within instructional and administrative environments.

## **ESSENTIAL FUNCTIONS AND DUTIES**

- Organizes and implements the class schedule for the online business degree programs.
- Ensures that the schedule meets academic program requirements, student needs, and aligns with the program's overall objectives.
- Communicates the finalized schedule of classes to students, faculty and relevant stakeholders.
- Coordinates with various departments to address any scheduling conflicts or issues that may arise.
- Manages changes to the class schedule, addressing unforeseen circumstances such as faculty availability, student enrollment fluctuations or other logistical challenges.
- Collaborates with relevant departments to ensure a seamless and efficient scheduling process.
- In coordination with Department 1, recruits and selects qualified faculty members to teach in the online business degree programs.
- Collaborates with Department 1 to ensure faculty appointments meet accreditation standards and program needs.
- Monitors faculty workloads, ensuring a balanced and equitable distribution of teaching assignments.
- Addresses any concerns or issues related to faculty scheduling, collaborating with faculty members and relevant administrative units.
- Facilitates communication among faculty members to ensure consistency in teaching approaches and assessment.
- Conducts regular performance evaluations of faculty to ensure teaching quality, adherence to program standards and student engagement.
- Provides constructive feedback to instructors and identifies areas for professional development.
- Identifies opportunities for faculty professional development to enhance teaching skills, stay updated on industry trends and integrate the latest instructional technologies.

## **NON-ESSENTIAL FUNCTIONS AND DUTIES**

- Participates in ongoing training.
- Other duties as may be assigned, directed or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Dean of Instructional Degree Programs will have the following:

- Knowledge and experience in academic calendar and class schedule development, implementation and assessment;
- Knowledge of computers and computer applications that support management systems and business office functions; and effective online delivery of instructional programs and services;
- Knowledge and experience in faculty recruitment, selection, evaluation and development;
- Knowledge of the Hubbard College of Administration Management System;
- Knowledge of educational technology and its integration into instructional programs and services;

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- Knowledge of relevant state and Federal regulations governing higher education, including but not limited to Florida's regulatory environment for private colleges; and
- Knowledge and experience with the accreditation process.

## **REQUIRED QUALIFICATIONS**

The Dean of Instructional Degree Programs will possess:

- A master's degree from an accredited institution;
- An understanding of the mission of HCA and the Hubbard College of Administration Management System; and
- Three years of senior administrative level leadership and experience in higher education or in a business setting.

## **DESIRED QUALIFICATIONS**

The desired qualifications for this position are:

- An earned doctorate from an accredited institution;
- Three years' teaching experience in higher education with a demonstrated student-centered philosophy of education;
- Three years of senior administrative level leadership and experience in higher education;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of fiscal responsibility and accountability utilizing enrollment management in class schedule planning and development;
- Demonstrated commitment to academic quality and standards;
- Demonstrated support for faculty and staff development; and
- Demonstrated support for and encouragement of student success.

## **PHYSICAL REQUIREMENTS**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone and camera and related equipment in an office environment.

## **LANGUAGE SKILLS**

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

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## **MATHEMATICAL SKILLS**

Ability to calculate figures and measurements. Ability to quickly perform simple calculations while performing tasks related to specific work parts.

## **REASONING ABILITY**

Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems, such as determining the appropriate creative message of a marketing piece.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
  - The noise level in the work environment is usually quiet to moderate.
  - The employee must be able to work in a fast-paced team environment.
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