

Associate Deans are directly responsible to the chief academic officer and their duties are outlined below:

1. Teach classes as scheduled. (Associate Deans)
2. Participate in the selection and orientation of faculty (full and part time).
3. Be the direct supervisor of each faculty member within the department including providing instructional assistance and evaluation.
4. Maintain a current file of course syllabi for all courses within the department. (The Dean/Associate Dean is to provide a syllabus to each new instructor who has the option of using the one provided, revising it or developing a new syllabus consistent with the purpose of the course. If the instructor revises the one provided or develops a new syllabus, the Dean/Associate Dean is to see that the revised/new document is on file in his/her office.)
5. Provide a copy of any course syllabus needed for instruction at an extension center or off-campus location.
6. Review and recommend revision of the curriculum.
7. Develop departmental class schedules and assign instructors.
8. Supervise the selection of textbooks and provide information to the bookstore for all departmental classes to be taught each term.
9. Develop a preliminary department budget.
10. Administer the department's budget, including authorization of all department expenditures provided funds are budgeted for the respective purposes.
11. Be responsible for requisition, physical inventory (annual or more frequent) and maintenance of the department's physical instructional property.
12. Hold regular meetings of the department and attend the meetings of instructional staff.
13. Serve as agent for student concerns regarding instructional matters.
14. Work with advisory committees.
15. Provide leadership and encouragement for department faculty to contact their counterparts in district high schools and colleges to which CSC students transfer with reasonable frequency.
16. Perform other appropriate duties as necessary.