

~~Board Policy 2.1: DEAN OF FACULTY/STUDENT SERVICES~~

~~Adopted 5/8/01~~

~~Revised 11/8/05 (RF), 6/25/18, 10/10/19~~

~~The Dean of Faculty/Student Services occupies a unique place in the continuum of academic, career/technical education administrators, and student services and is the facilitating link among faculty members, staff, students, and Eastern Wyoming College senior leaders. All activities and the role of the Dean is undertaken in light of furthering the best interests of EWC students. A one dean model will provide supervision over the academic programs, student services and career/technical education programs.~~

~~Administrative Rule 2.1.1: DEAN RESPONSIBILITIES, ROLES, AND AUTHORITY~~

~~Adopted 5/8/01~~

~~Revised 11/8/05 (RF), 6/25/18, 10/10/19~~

- ~~1. Formally supervise and evaluate full-time and adjunct faculty, program directors, and department heads to include direct performance observation in class, labs, and online instruction.~~
- ~~2. Coordinate with department heads on institutional program reviews, class schedules, curricular development, and institutional strategic planning.~~
- ~~3. Provide leadership to the institution's Americans with disabilities Act (ADA) compliance; participate in Title IX compliance and training activities~~
- ~~4. Coordinate student enrollment efforts related to conduct and diversity~~
- ~~5. Promote activities related to enrollment, orientation, academic advisement, veteran's affairs and Title IX compliance to include VAWA.~~
- ~~6. Perform all other duties of a similar nature or level as assigned.~~

~~The Dean serves at the pleasure of the President and may be removed from their position at any time by the President following recommendations from the Vice President of Academic Services and Vice President for Student Services outlined in the Policies and Procedures Manual. In such instances, individuals will be reassigned to responsibilities as full-time faculty members.~~

~~Faculty Status:~~ ~~At the time they assume their responsibilities, a Dean selected from among the faculty members of the College should possess academic tenure. A Dean hired from outside the College must have appropriate academic credentials at the time of appointment. Exceptions regarding the above must be approved by the College President.~~

~~Compensation:~~ ~~The Dean, while holding faculty status, is assigned to eleven month appointments and is subject to the Policies and Procedures for College Administration employees of Eastern Wyoming College. The salary of a newly appointed Dean, whether internal or external, will be negotiated at the time of appointment. Criteria for salary determination shall be based on the Fox Lawson and Associates Decision Band Method.~~

~~Upon a Dean's return to a full time faculty assignment, an appropriate salary shall be determined as~~

follows:

- If the return to faculty assignment is within five years of the initial administrative appointment as Dean, the salary shall be renegotiated. Such renegotiations shall be based upon the market level of salaries for faculty in the discipline with corresponding academic credentials and years for higher education teaching experience.
- If the return to faculty assignment is more than five years after the initial administrative appointment as Dean, the salary shall be renegotiated unless the administrator has been removed for malfeasance.

Leaves and Sabbaticals: During the course of the first five years as Dean, incumbents usually will not be recommended or approved for extended leaves or sabbaticals, except under unusual circumstances. Upon completion of five years as Dean, the individual shall receive all possible consideration for a sabbatical, consistent with other expectations of the sabbatical leave program and relevant policies and procedures.

SELECTION PROCESS

Vacancies Determination: The College President will declare a Dean vacancy when an incumbent is not re-appointed, has elected not to continue in the role, is unable for health or other reasons, or has been removed by the President. A declaration of an anticipated vacancy may also occur with the creation of a new academic program or the merger of two or more existing programs or departments.

Dean Selection: A new Dean is selected utilizing established Human Resources (HR) practices and according to the guidelines in the job description developed by HR.

Acting/Interim Dean: An Acting/Interim Dean may be appointed by the College President when, in the President's assessment, such appointments are in the best interests of the Departments/Programs, students, and faculty members. Acting/Interim Dean shall have the same responsibilities, authority, and compensation commensurate with all other Dean, but usually will not serve more than one fiscal year or parts thereof. An Acting/Interim Dean need not hold tenure in the College.

Evaluation. The evaluation process of the Dean will follow and utilize the guidelines for the 360 Performance Evaluation instrument.

Administrative Rule 2.1.2: ACADEMIC STRUCTURE

Adopted 4/8/97

Revised 11/8/05 (RF), 6/25/18, 10/10/19

The Dean of Faculty/Student Services is responsible for the following departments, programs, and courses at Eastern Wyoming College. The Dean of Faculty/Student Services will provide direction and support for the following departments and coordinate in an ongoing manner with the respective department heads. New programs are designated to a department at the time of their adoption.

AGRICULTURE/BUSINESS DEPARTMENT

Accounting (AS)
Agriculture Business and Sciences (AS-all options)
Agriculture – Farm & Ranch Management (AAS)
Agriculture – Precision Agriculture (AAS)
Agriculture – Precision Agriculture (CERT 1 YR)
Agriculture – Beef Production (CERT 1 YR)
Agriculture – Rangeland Ecology & Watershed Management (AAS)
Aquaculture Technician (CERT LESS THAN 1 YR)
Business Administration (AAS, AS)
Business Education (AS)
Computer Applications (CERT LESS THAN 1 YR)
Economics (AS)
Entrepreneurship (CERT LESS THAN 1 YR)

ARTS, HUMANITIES, SOCIAL & BEHAVIORAL SCIENCES DEPARTMENT

Art (AA)
Communication (AA)
Criminal Justice (AAS, AA)
Criminal Justice – Corrections (CERT 1 YR)
Education – Elementary (AA)
Education - Early Childhood (AA)
Education – Secondary (AA-all options)
Education – Child Development (CERT 1 YR)
English (AA)
Interdisciplinary Studies (AA)
Human Services (AA)
Physical Education, Health and Recreation (AA)
Social Sciences (AA)

COSMETOLOGY DEPARTMENT

Cosmetology (AAS)
Barbering Technician (CERT 1 YR)
Barber Stylist Technician (CERT 1 YR)
Esthetics (CERT LESS THAN 1 YR)
Hair Technician (CERT 1 YR)
Nail Technician (CERT 1 YR)

MATH/SCIENCE DEPARTMENT

Biology (AS)
Mathematics (AS)
Pre-Professional Programs (AS-all options)
Statistics (AS)
Wildlife and Fisheries Biology Management (AS)
Interdisciplinary Studies (AS)

Certified Nursing Assistant (Course)

WELDING/GUNSMITHING DEPARTMENT

Welding and Joining Technology (AAS)

Welding and Joining Technology (CERT 1 YR)

Welding - Machine Tool Technology (CERT 1 YR)

Welding - Plate (CERT LESS THAN 1 YR)

Welding - Specialist (CERT 1 YR)

Gunsmithing (AAS)

NURSING ADN DEPARTMENT

Nursing (ADN)

VETERINARY SCIENCE DEPARTMENT

Veterinary Technician (AAS)

Veterinary Aide (CERT 1 YR)

Administrative Rule 2.1.3: RESPONSIBILITIES OF THE DEPARTMENT HEADS

Adopted 6/25/18

Revised 10/10/19

1. Monitor and approve syllabi for all courses.
2. Participate in Curriculum and Learning Council.
3. Assist with the development of class schedules and curricular changes.
4. Assist with the coordination of department strategic plans, program review, program assessment, course assessments, and CATS.
5. Mentor new faculty.
6. Assist with the identification of adjunct faculty.
7. Coordinate 2+2 Articulations with other institutions as applicable.

Administrative Rule 2.1.4: SELECTION AND TERM OF DEPARTMENT HEADS

Adopted 6/25/18

Revised 10/10/19

A selection committee composed of the Vice President for Academic Services, the Dean of Faculty/Student Services, and faculty representation, giving tenured faculty first priority, will recommend department heads to the President for approval. Department heads should submit a letter of interest to the Vice President for Academic Services and serve a three-year term. Program directors shall serve as Department Heads in those areas requiring directorships.

In case there is not a tenured faculty in a department, non-tenured faculty shall be considered for a department head position. If there are not any candidates for the department head, the Vice President for Academic Services may appoint an individual to serve as a department head with the President's approval. Department heads are not limited to one three-year term and can re-apply for the position.

Administrative Rule 2.1.5: RESPONSIBILITIES OF PROGRAM DIRECTORS

Adopted 6/25/18

Revised 10/10/19

1. Responsible for all licensure and accreditation requirements for specific programs (Nursing, Veterinary Science, and Cosmetology).
2. Monitor and approve syllabi for all courses.
3. Participation in Curriculum Learning Council.
4. Assist with Perkins requests and all required reporting as applicable.
5. Assist with the development of class schedules and curricular changes.
6. Assist with the coordination of department strategic plans, program review, program assessment, course assessments, and CATS, and department budgeting.
7. Mentor new faculty.
8. Assist with the identification of adjunct faculty.
9. Coordinate 2+2 Articulations with other institutions as applicable.

Administrative Rule 2.1.6: SELECTION AND TERM OF PROGRAM DIRECTORS

Adopted 6/25/18

Revised 10/10/19

A selection committee composed of the Vice President for Academic Services, the Dean of Faculty/Student Services, and faculty representation, giving tenured faculty first priority, will recommend program directors to the President for approval. Program directors should submit a letter of interest to the Vice President for Academic Services and serve a three-year term.

In case there is not a tenured faculty in a department, non-tenured faculty shall be considered for a program director position. If there are not any candidates for the program director, the Vice President for Academic Services may appoint an individual to serve as a program director with the President's approval. Program directors are not limited to one three-year term and can re-apply for the position.