



**COLLEGE OF MARIN**  
**invites applications for the position of:**

**Dean of Arts & Humanities**

**SALARY:** See Position Description

**OPENING DATE:** 07/14/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**PRIORITY SCREENING DATE:** August 11, 2021 (Open Until Filled)

**ANTICIPATED START DATE:** January 2022

*All application materials must be received by the Priority Screening Date in order to be considered during the initial screening. Applications received after this date may be considered thereafter at the discretion of the College until the position is filled. **This position performs its duties on both the Kentfield and Indian Valley (Novato) campuses, so if not already residing within the Bay Area, the successful candidate must be willing to relocate.***

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*College of Marin is dedicated to promoting an environment that attracts and retains talented, diverse, and equity-minded faculty and staff, and which challenges each of us to achieve at the highest level while contributing to the mission of the College. We value and support a culturally diverse and intellectually dynamic community to prepare our students for global citizenship. Similarly, the College's commitment to creating equitable educational outcomes recognizes the historical and systemic disparities in opportunity and outcomes. The Dean must work collaboratively to identify equitable practices and align the resources necessary to address those disparities.*

**NATURE AND SCOPE**

**Reporting to the Assistant Superintendent/Vice President of Student Learning and Success, the Dean of Arts and Humanities is responsible for providing leadership, management, and vision as a member of the District management team to the division, currently consisting of the English/Humanities, Performing and Fine/Visual Arts, and Library programs. The Dean builds and fosters a collaborative consultation process in the planning, implementation, and evaluation of a variety of academic and student learning support programs and services, including division and department budgeting, research, reporting, accreditation recommendations and standards, student learning outcomes assessment, program review, technological advancement, and fiscal accountability.**

*The Dean of Arts and Humanities provides leadership and oversight for administering and implementing the District policies, collective bargaining agreements, accrediting commission recommendations and standards, Equal Opportunity statutes, State and Federal codes, local laws, and other regulations as applicable, to ensure compliance and continual improvement throughout all division and department learning programs, services, and activities to support and foster the College's mission. Exercises supervision over assigned faculty, classified staff and short-term employees.*

**DIVERSITY STATEMENT**

*College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.*

*COM serves a county population of approximately 250,000 residents. Based on fall 2019 credit enrollment data, the diversity of students at the college includes greater representation than the county with regards to enrollment by Hispanic/Latino (30% of enrollment), Asian (8%), Black/African American (3%), and Multi-racial (7%) students.*

*College of Marin is an equal opportunity employer and does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, genetic information, genetic condition, status as a veteran, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans With Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive Order 11246 (as amended), COM is an Equal Opportunity Employer.*

**FOREIGN DEGREE HOLDERS:** *Please see the Required Application Documents section below for important information regarding the evaluation of your foreign degrees.*

## **ESSENTIAL FUNCTIONS:**

The essential duties and responsibilities listed below illustrate the various types of work that may be performed. Omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, and they are related or are applicable to the assignment. Incumbents may not perform all of the listed duties and may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan, implement and evaluate short- and long-range strategies, goals, and objectives for division and department curriculum, student learning outcomes and related programs, projects, staffing, accountability, services, activities, and facilities utilization, in conjunction with senior administrative staff, faculty senate representatives and other groups as appropriate. Design and recommend services and activities that comply with and foster advancement of Equal Opportunity policies and procedures.

Research, recommend, develop, and foster partnerships with other educational institutions, community organizations, government agencies, corporations, and local businesses, in conjunction with administrators, faculty and other staff, in support of academic excellence and student success.

Develop class schedules and student learning support programs, pursuant to proper course articulation policies and standards, student diversity, student needs, and program requirements, and in collaboration with department chairs, faculty, and other staff as appropriate.

Collaborate with academic and student support program managers, faculty, and appropriate staff to build, foster, and advance student-centered programs, services, and activities.

Provide leadership and commitment to consider the views, cultural differences and experiences of others when dealing with any situation; practice equity-mindedness with a demonstrated awareness of and willingness to address equity issues among institutional leaders, faculty, staff and students.

Facilitate a framework of understanding and respect; incorporate cultural and ethnic diversity issues and regulations into training and all operational areas as applicable; assure compliance.

Direct, supervise, and evaluate the work of division, chairs, coordinators, and staff, in compliance with collective bargaining agreements, District policies, and established procedures.

Select, train, motivate, supervise and evaluate faculty, academic and classified administrators, staff, including division chairs and classified staff; provide or coordinate staff training; maintain high standards necessary for the efficient and professional operation of the College.

Supervise and evaluate staff, and faculty, including recommendations for promotion, permanent employment, professional recognition, performance, or dismissal. Ensure professional development and training; work collaboratively to build team capacity and competencies to create and maintain a positive working, teaching, and learning environment.

Foster an environment that embraces equity-minded practices, integrity, trust, and respect. Support, implement and promote compliance with the District's Diversity and Equal Employment Opportunity Plan in all aspects of employment and education; increase cultural and ethnic diversity in staffing, curriculum, programs and services.

Provide leadership in the development and implementation of division and department communication channels and participatory governance. Direct and monitor the work of division faculty and other staff on special projects and initiatives.

Provide leadership and participate in the planning, development, implementation, and evaluation of division and department budgets, under direction of senior management staff. Research, develop, recommend, implement, and evaluate externally funded initiatives and opportunities.

Plan and recommend resource allocations that support instructional and student support programs including staffing, technology, facilities, and fiscal accountability. Model participatory governance consultations and collaboration with academic senate and other faculty groups on a variety of institutional issues.

Provide guidance to, and receive recommendations from, academic senate and other representative organizations, as applicable, regarding the planning, implementation, and review of academic programs, services, activities, and related matters.

Research, develop, and recommend advancements in the use of computer and instructional technology across all division and department programs and services, and in the administration and implementation of student learning programs, reporting, services, and activities.

Complete and submit timely and accurate reports, as required by senior management staff and by various State and Federal agencies.

### **OTHER FUNCTIONS**

Perform other related duties as assigned by senior management staff.

## **REQUIREMENTS & DESIRABLES:**

### **REQUIREMENTS**

1. Possession of a Master's degree from an accredited college or university in a subject area that is taught in the California Community College system.
2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with, the required full-time service.
3. Or, the equivalent (of 1 and 2 above).
4. Possession of a valid California Class C driver's license (or eligibility to obtain)
5. Extensive experience in public contacts that demonstrates skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyles, and backgrounds. Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

- Previous experience in higher education leadership that has included curriculum and student support program development; coordinating the work of staff; and experience in budget development and maintenance.
- Possession of a Master's degree from an accredited college or university in one of the disciplines taught in the division.
- Previous experience as an instructor, counselor, or related faculty position.
- Working knowledge of the State and Federal codes, statutes, and regulations that govern California community college instructional and student learning programs, including those relevant to the role of the academic senate in issues of participatory governance.
- Demonstrated skill in participatory governance and collaboration with faculty and administrative staff.
- Demonstrated skill in the practical use of computer and instructional technology to facilitate and support student learning and staff productivity.
- Demonstrated skill in written communication, including reporting and funding proposals.
- Demonstrated skill in oral communication, including public speaking and group meeting facilitation.
- Demonstrated ability to work effectively as part of a management team.

**PHYSICAL/OTHER REQUIREMENTS**

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

**CONDITIONS OF EMPLOYMENT**

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. COVID-19 Vaccination Status: All employees new to the District who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, prior to employment unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
5. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408)
6. DISASTER SERVICE WORKERS: All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
7. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

**REQUIRED APPLICATION DOCUMENTS**

The following documents must be attached to your application in order to render it complete. Use the Attachment Type indicated in parentheses when making your attachments.

1. Cover Letter (cover letter)
2. Resume (resume)
3. Complete copy of college transcript conferring Bachelor's degree (bachelor's transcript)
4. Complete copy of college transcript conferring Master's degree (master's transcript)
5. **STATEMENT** - Please provide a response to the following prompt (one page maximum; other):

*College of Marin has defined "Equity-Mindedness" as the perspective or mode of thinking exhibited by faculty and administrators who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students, and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American education.*

*In order to understand and become equity-minded, we must assess and acknowledge that our practices may not be working. It takes understanding inequities as a dysfunction of the various structures, policies, and practices that we can control. Equity-minded practitioners question their own assumptions, recognize stereotypes that harm student success, and continually reassess their practices to create change. Please discuss how you would hold yourself and the Division of Arts & Humanities accountable for the elimination of racial equity gaps in course and program success rates.*

*(If you hold additional degrees beyond the Bachelor's and Master's level, please attach a copy of your transcript conferring these degrees as well. Unofficial transcripts are acceptable for application purposes, as long as they confer the degree and show the coursework taken and grades achieved. An official transcript would be required upon hire.)*

#### **FOREIGN DEGREE HOLDERS:**

Foreign degree credentials must be evaluated by a third party to determine the equivalent U.S. degree and major. **Please review the following points carefully to determine whether you must submit a Foreign Credential Evaluation (FCE) with your application.** Evaluations should provide the name of the institution attended, a description of your credentials, the major of study, and the U.S. equivalent for each credential. For a list of evaluating agencies, visit the [State of California Commission on Teacher Credentialing](#).

- *If you satisfy the minimum educational requirement with a degree that was granted in the U.S., but your previous degree(s) was obtained from a foreign institution, you do not need to attach a Foreign Credential Evaluation (FCE) for your previous degree(s). You must, however, attach a copy of a (translated) transcript for the previous degree. For additional clarification of acceptable transcripts, please contact [Human Resources](#).*
- *If your degree that satisfies the minimum educational requirement was obtained from a foreign institution, you must submit an FCE for that degree and any other foreign degrees leading up to it.*
- *If you are asserting equivalence (see [Minimum Qualifications for Faculty/Administrators](#) on the Human Resources web site) because your degree does not specifically match the minimum educational requirements as listed and any of your degrees was obtained outside the U.S., you must attach an FCE for your foreign degree(s).*

## **SUPPLEMENTAL & SALARY INFORMATION:**

### **RESPONSIBILITY**

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; and supervising the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

### **WORKING ENVIRONMENT**

The position performs much of the work in office or office-related settings which involves minimal

lifting or other physical exertion. This position requires extensive travel between local sites and the District Office. May require national and international travel. Position requires evening and weekend hours and working at multiple sites.

### **CLASSIFICATION CATEGORY & RETIREMENT PLAN**

The Dean of Arts & Humanities an educational administrative position, in compliance with all applicable sections of the California Education Code. Employees in this classification are members of the California State Teachers' Retirement System (CalSTRS). Educational administrative employees are employed subject to the terms and conditions set forth in the individual's employment agreement with the District.

### **SALARY INFORMATION**

**FLSA Status:** Exempt

**Salary Grade:** Management Level 5

**Full Salary Range:** \$149,701 to \$189,793 annually.

**STARTING Salary Range:** \$149,701 to \$160,212 annually (Step 1 to Step 3). Background and experience will determine placement. Step 3 is the maximum entering step.

Please refer to the Management Salary Schedule on our [Human Resources website](#) for detailed information.

### **SELECTION PROCESS**

Applications must include the documents listed in the Required Documents section to be rendered complete; incomplete applications will not be accepted. Screening will begin after the application deadline, and applicants will be notified of their status, either way, thereafter. Applicants selected to interview will be contacted to schedule an interview appointment with the screening committee, and those who are forwarded by the committee following the first interview may be invited for a second interview. Regrettably, College of Marin is not able to offer reimbursement for travel to interviews or for relocation expenses at this time.

College of Marin does not discriminate in employment on the basis of, or perception of, race, ethnic group identification, ancestry, color, religion, age, sex, national origin, sexual orientation, physical disability, mental disability, gender, gender identity, gender expression, marital status, medical condition, pregnancy, genetic information, family and medical care leave, military or veteran status, or prior record of arrest or conviction, and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Civil Rights Act of 1991, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. In accordance with Executive order 11246 (as amended), the College of Marin is an EQUAL OPPORTUNITY EMPLOYER.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://jobs.marin.edu>

Position #2012-00532  
DEAN OF ARTS & HUMANITIES  
KG

835 College Avenue  
Kentfield, CA 94904  
415-485-9340

[hrjobs@marin.edu](mailto:hrjobs@marin.edu)

## **Dean of Arts & Humanities Supplemental Questionnaire**

- \* 1. **This position requires attaching a statement** in response to a specific prompt in Item #5 of the Required Application Documents section of the posting (under the "Requirements & Desirables" heading) . Before you confirm your application, please make sure that you have attached this statement and all of the other required documents. **Incomplete applications will not be considered.** Checking 'Yes' indicates that you have read and understand these requirements.

Yes  No

\* Required Question