



Position Title: Dean of The Gary D. and Karolyn J. Chapman School of Graduate Studies

Reports to: Vice President for Academic Affairs

Appointment: 12 Months, Full-Time, Salary (beginning 1 July 2023)

POSITION SUMMARY:

The Dean of Graduate Studies is responsible for oversight, delivery, and evaluation of all graduate programs and services at Toccoa Falls College. The Dean reports to the VP for Academic Affairs and holds Administrative Faculty status.

TASKS:

- Provide effective leadership for Graduate Studies at TFC that is consistent with institutional mission
- Set standards for quality, assessment, and continuous improvement of graduate programs
- Plan and develop new graduate programs in collaboration with the Director of Institutional Research & Effectiveness and the Graduate Studies Committee
- Oversee the Graduate Studies budget
- Annually review graduate course fees and gain approval for new fees as needed
- Strategize marketing of graduate programs in collaboration with the Director of Marketing & Communication and Vice President for Distance Education
- Work closely with the Vice President for Distance Education and Graduate Studies Recruiter on the recruitment and admission of graduate students
- Develop policies, practices, and structures related to graduate programs and reflect changes by regularly revising and updating the Graduate Studies Handbook
- Represent the School of Graduate Studies on the TFC Curriculum Committee
- Provide oversight and coordination with each Graduate Program Director
- Serve as the point of contact for graduate student appeals and review them in conjunction with the Graduate Appeals Committee
- Secure and schedule qualified staffing for all Graduate Studies programs
- Hold virtual department meetings with full-time and adjunct professors in Graduate Studies
- Teach four graduate courses per year
- Ensure compliance with any applicable state and federal requirements, licensing, copyright laws, and accreditation regulations
- Stay attuned to national trends in faith-based higher education and graduate-level education

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SKILLS AND ATTRIBUTES:

- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission, and values of Toccoa Falls College
- Current knowledge of instructional technologies and best practices appropriate to graduate higher education; proficiency in the Moodle platform
- Excellent written and verbal communication skills
- Ability to effectively manage staff and resources
- Thorough understanding of the principles of academic assessment and continuous quality enhancement
- Demonstrated teaching ability
- Proven track record of effective collaboration, problem-solving, decision-making, and project execution
- Commitment to continuous professional development

EXPERIENCE & EDUCATION:

An earned doctorate in leadership (organizational, educational, or ministry) and a minimum of five years of experience in online higher education is required. Previous supervisory experience and demonstrated project management capability is expected. Prior experience at the graduate level is preferred.

PHYSICAL REQUIREMENTS:

Must be able to sit for extended periods of time and lift boxes weighing up to 25 pounds.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC faculty application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC faculty application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

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