



**Position Title:** Dean of Distance Education

**Reports to:** Vice President for Distance Education & Vice President for Academic Affairs

**Appointment:** 12 months, Full-time, Exempt Salaried

#### POSITION SUMMARY:

The Dean of Distance Education is primarily responsible for the academic activities of a growing Distance Education Department. This position reports directly to the Vice President for Distance Education and the Vice President for Academic Affairs.

#### TASKS:

- Identify, develop, and implement mission-focused curricular initiatives that will lead to growth in Distance Education enrollment.
- Serve on the TFC Deans Council and manage the academic appeals process for Distance Education students.
- Represent the Distance Education department on the TFC Curriculum Committee.
- Serve on one additional academic committee annually in addition to Curriculum Committee.
- Assist Vice President for Distance Education in the evaluation of potential adjunct faculty for Distance Education.
- Assist Vice President for Distance Education in seeking out new partnerships for Dual Enrollment in GA.
- Assist Vice President for Distance Education in developing strategic partnerships to grow the online bachelor's degrees offered by TFC.
- Interview potential adjunct faculty for Distance Education.
- Ensure appropriate training takes place for new Distance Education adjunct faculty.
- Create and implement continuing education for Distance Education adjunct faculty.
- Provide guidance to Distance Education adjunct faculty in complex situations.
- Review IDEA evaluations of Distance Education adjunct faculty at the conclusion of each semester, taking steps to remediate underperformance when necessary.
- Oversee online program coordinators.
- Collaborate with online program coordinators and residential department chairs to ensure all online and partner school assessments of general education competencies are being used to seek improvement based on analysis of results.
- Collaborate with online program coordinators to ensure expected outcomes are being assessed for all online programs and that improvement is being sought based on analysis of results.
- Stay abreast of state and federal government rules and regulations concerning distance education.
- Coordinate with TFC Deans and Department Chairs to ensure that regulations surrounding state reciprocity and licensure are met.
- Oversee the strategic development and submission of TFC courses for GA Dual Enrollment state funding.
- Assist the Vice President for Distance Education in the development and achievement of departmental goals; develop and implement action steps to meet and exceed departmental goals within predetermined budget.
- Collaborate with Distance Education Department faculty and staff to seamlessly handle the rapid growth in distance education.

#### SKILLS & ATTRIBUTES:

- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission, and values of Toccoa Falls College
- Excellent written and verbal communication skills, interpersonal skills, problem-solving capability, and decision-making ability
- Strong customer service skills with a passion to serve the Distance Education Department and its stakeholders
- Ability to manage and prioritize multiple projects simultaneously and meet appropriate goals

#### EXPERIENCE & EDUCATION:

Master's degree required; five years of experience preferred in Online and/or Dual Enrollment Education. Three years of progressive management experience in a related higher education setting preferred.

#### PHYSICAL REQUIREMENTS:

Must be able to climb steps and lift files and boxes weighing up to 25 pounds.

#### APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and a completed application (found at <https://tfc.edu/employment/>) to Mary Kaye Ritchey, Director of Human Resources, at [mritchey@tfc.edu](mailto:mritchey@tfc.edu) AND Andrew Thorne, Vice President for Distance Education, at [athorne@tfc.edu](mailto:athorne@tfc.edu). **All application materials must be submitted for a candidate to be considered.**