

Dean of Healthcare, Industrial Technology, and Workforce
Development
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=253734>

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Posted Feb. 26, 2025, set to expire Jun. 25, 2025

Job Title	Dean of Healthcare, Industrial Technology, and Workforce Development
Department	Academic Affairs & Instructional Effectiveness
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Feb. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Other
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Job Description

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Dean of Healthcare, Industrial Technology, and Workforce Development

Posting Number: 70926

Position Type: Administrative/Staff

FTE: Full-time

Department: Academic Affairs & Instructional Effectiveness

Job Summary/Basic Function:

Brazosport College, a two-time Top 10 finalist for the Aspen Prize for Community College Excellence

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and Achieving the Dream Leader College, seeks a dynamic and innovative individual to join its leadership team. The Dean of Planning, Institutional Effectiveness, and Research supports the College's student success agenda through the development of exemplary data-driven processes and practices including the use of powerful technology to support student success. Through the use of data analytics, the Dean of Planning, Institutional Effectiveness, and Research promotes equitable attainment of institution wide student success goals. As a member of a high functioning team, the Dean of Planning, Institutional Effectiveness, and Research supports dynamic relationships between Brazosport College, its faculty and staff, and with external, industrial, and educational partners. This position:

- Serves as the College's principal administrator for workforce/career/technical programs, collaborating closely with the Vice President of Academic Affairs and Institutional Effectiveness, Assistant Vice President of Academic Affairs, and other Academic Deans and Associate Deans.
- Provides leadership for the management of the Divisions of Health Professions, Mechanical and Construction Technologies, and Industrial Process Technology, to include maintaining and improving the quality of instruction and attainment of student learning outcomes.
- Prepares, updates, and recommends to the appropriate academic leadership and/or academic committees, changes and improvements regarding academic programs, textbooks and curriculum.
- Prepares, updates and recommends to the appropriate academic leadership, PIER, and academic committees, new and revised student learning outcomes, course objectives and competencies
- Maintains the Master Course Outlines and copies of standard course syllabi templates for all courses assigned to the Division.
- Establishes and monitors appropriate instructional standards.
- Plans for and conducts degree and certificate program reviews.
- Assists in preparing applications for grants, implements and oversees grant activities and monitors budget expenditures in conformance with the terms of approved grant funded initiatives.
- Reviews and approves professional/travel leave, sick leave, and vacation leave requests for designated individuals assigned to the division.
- Works in concert with the Vice President of Academic Affairs and Institutional Effectiveness, Assistant Vice President of Academic Affairs in preparing recommendations regarding the hiring, transfer, promotion, suspension and dismissal of full-time faculty and staff assigned.
- Collaborates with the Vice President of Academic Affairs and Institutional Effectiveness, Assistant Vice President of Academic Affairs, and other Academic Deans, and makes approvals to teach recommendations for qualified full-time and adjunct faculty.
- Conducts full-time faculty and adjunct faculty informational and in-service training meetings each major academic term.

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- Keeps full-time faculty and adjunct faculty informed regarding pertinent data and/or reports.
- Reviews student evaluations of full-time faculty and adjunct faculty assigned to the division programs and provides appropriate recommendations regarding the feedback received from students.
- Prepares, annual performance evaluations for all programs staff and full-time faculty and is the secondary supervisor for adjunct faculty assigned
- Ensure compliance with SACSCOC and THECB instructional guidelines and prepare reports. Primary responsibility for coordinating the assessment of instructional effectiveness.
- Create a multiyear strategic plan and evaluation reports for Perkins funding.
- Conducts interviews and recommends the appointment of Program Chairs to the Vice President of Academic Affairs and Institutional Effectiveness, Assistant Vice President of Academic Affairs.
- Collaborates with Program Chairs, Division Chairs, and the Assistant Vice President of Academic Affairs and full-time faculty to develop course schedules, new programs, and new/revised courses.
- Keeps abreast of relevant federal and state laws, policies, and regulations
- Develop external relationships with community partners.
- Lead annual preparation of Basic Program Reviews for each program in the division and provides biannual updates to the strategic plan.
- Responds to various surveys and prepares reports for state and federal governmental updates.
- Works with the academic leadership to develop annual budgets.
- Performs other duties as assigned.

Minimum Qualifications:

The following are the minimum qualifications for this position:

- A Master's Degree with at least 18 graduate semester hours in a related field, or at least three years of experience working directly with overseeing and administering Workforce Development/ Career/Technical programs, including overseeing and managing Federal Perkins funds and industry certifications at the secondary or post-secondary level required;
- Three years postsecondary teaching experience required;
- Must have excellent verbal and written communication skills;
- Must possess working knowledge and skills related to personal computer competencies and mainframe computers for academic and student programs;

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Desirable Qualifications:

Doctoral Degree and experience with developing career pathways for college or dual enrolled students preferred;

Physical Demands:

Able to traverse campus, reaching, handling, fine dexterity, vision, hearing, talking, and ability to drive to off campus locations.

Posting Date: 02/20/2025

Closing Date:

Open Until Filled: Yes

First Pool Date: 03/02/2025

Special Instructions to Applicants:

It is a requirement for an official transcript, (not a copy), documenting the minimum degree requirements be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Dr., Lake Jackson, TX 77566.

Applicants should attach a letter of interest, copies of official transcript(s), and resume or curriculum vitae.

To apply, visit <https://employment.brazosport.edu/postings/4564>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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