

Position Description

Academic Dean, Languages, Arts and Social Sciences

Woodbridge Campus



Woodbridge Campus

The Opportunity

Northern Virginia Community College (NOVA) invites nominations and applications for the position of **academic dean of Languages, Arts, and Social Sciences (LASS)** at the **Woodbridge Campus**. NOVA seeks a collaborative and visionary academic leader who demonstrates a commitment to:

- Advancing student success and academic excellence
- Fostering innovation and continuous improvement
- Building a culture of collaboration, accountability and professional growth

The academic dean provides strategic and administrative leadership for the LASS division, supporting faculty and staff and advancing the quality and effectiveness of its academic programs and pathways. The dean leads efforts related to academic programming, faculty development, enrollment and scheduling, resource management, and continuous improvement, using data and collaboration to ensure academic offerings are responsive to student and workforce needs. The dean works across campuses and college divisions and with external partners to strengthen academic pathways and advance NOVA's strategic priorities.

General Description

The academic dean of Languages, Arts and Social Sciences (LASS) provides academic and administrative leadership for the LASS division at NOVA's Woodbridge Campus. The dean is responsible for leading and supporting faculty and staff, maintaining the quality and effectiveness of assigned academic disciplines and programs and advancing student learning, retention, completion and overall student success.

The academic dean provides strategic leadership for academic programming, faculty and staff supervision and development, enrollment and course scheduling, budget and resource management, and continuous improvement to advance student success and institutional excellence. Working collaboratively across campuses, academic pathways and college divisions, the dean helps ensure that academic offerings are innovative, responsive to student and workforce needs and aligned with the college's mission, strategic priorities and commitment to academic excellence.

The successful candidate will be a collaborative and visionary leader who demonstrates integrity, intellectual curiosity, sound judgment, innovation and a deep commitment to student success. The dean must be an exceptional communicator, strategic thinker and relationship builder who inspires faculty and staff, fosters a culture of collaboration and accountability, contributes as a member of the college's administrative leadership team and effectively represents the college with students, employees, community partners and external stakeholders.

The academic dean reports to the Woodbridge Campus provost and regularly coordinates with the vice president of Academic Affairs and chief academic officer (VPAA/CAO), other academic deans, and college leaders to advance institutional priorities and support student success.

Description of Duties and Tasks

Academic and Pathway Leadership

- Provides leadership for assigned academic disciplines, programs and pathways, including the development, implementation, evaluation and continuous improvement of courses and programs that support transfer, workforce and student success goals.

- Engages faculty and other stakeholders in using data to evaluate program effectiveness, enrollment, student outcomes and opportunities for program development and improvement.
- Leads program and discipline reviews and works with faculty and Academic Affairs to implement appropriate curriculum and program changes.
- Promotes innovation and academic growth aligned with the college's mission and strategic priorities.
- Leads and participates in discipline and pathway meetings and works with faculty leaders to assess progress on academic goals, initiatives and student outcomes.
- Provides leadership for the development, implementation and evaluation of faculty advising plans.
- Collaborates with academic affairs, student affairs, other academic deans, provosts and faculty to improve student success outcomes across disciplines and pathways.
- Supports faculty participation in grants, research and other college initiatives.
- Partners with educational institutions, community organizations, employers and other external stakeholders to support and promote NOVA programs.

Faculty and Staff Leadership

- Leads the recruitment, selection, onboarding, supervision, mentoring, development and evaluation of faculty and staff in accordance with NOVA and VCCS policies and practices.
- Supervises and evaluates assigned associate deans, department chairs, faculty and staff, as applicable.
- Provides regular performance feedback and supports professional development that strengthens individual and organizational effectiveness.
- Creates an environment that promotes excellence, collaboration, accountability, innovation and employee engagement.
- Addresses faculty and staff performance or behavioral concerns appropriately and in a timely manner, in consultation with the campus provost and human resources.
- Communicates and consistently applies college and VCCS policies, procedures and expectations.
- Ensures that faculty fulfill instructional and administrative responsibilities, including attendance, workload, advising and other applicable requirements.

Enrollment, Scheduling, and Faculty Workload

- Provides leadership for the development of efficient, responsive and student-centered class schedules using enrollment and other institutional data.
- Collaborates with Academic Affairs, other academic deans, enrollment coordinators/schedulers, and provosts to support coordinated collegewide scheduling and pathway completion.
- Reviews enrollment trends and identifies opportunities to improve enrollment, program viability, efficiency and collegewide coverage.
- Verifies and approves full-time faculty workloads in accordance with college and VCCS policies.
- Coordinates requests for reassigned time, supplemental assignments and other faculty workload activities, as appropriate.
- Promotes efficient utilization of classrooms, laboratories and other academic spaces and resources.

Student Success and Academic Support

- Provides leadership for initiatives designed to improve student learning, retention, progression and completion.
- Works collaboratively with students, faculty, Academic Affairs and Student Affairs to address academic concerns, appeals, grievances and complaints in accordance with college policies and procedures.
- Ensures appropriate documentation of student interactions and decisions in college systems.
- Supports instructional program marketing, academic support activities, advising and targeted student success initiatives.
- Oversees or supports academic processes associated with course substitutions, prerequisite waivers, Credit for Prior Learning, curriculum updates and other academic matters within assigned areas.
- Collaborates with Dual Enrollment and other college offices to support academic quality and faculty credentialing requirements.

Budget, Resources, and Operations

- Prepares, manages and administers the division budget and makes resource recommendations based on institutional priorities, data and student needs.
- Oversees the effective use of fiscal, personnel, instructional and physical resources within the division.
- Monitors classrooms, laboratories and other facilities associated with assigned programs and identifies resource and facility needs.
- Ensures compliance with applicable college and VCCS policies and procedures and federal and state requirements.
- Serves as Administrator in Charge (AIC) of the campus, as assigned.
- Represents the college with external agencies, community organizations, educational partners and other constituencies.
- Serves on college committees, councils and workgroups as assigned.
- Performs other duties as assigned.

Essential Functions

- Provides leadership and management for academic disciplines, programs, pathways and other areas of academic responsibility.
- Provides effective personnel management and leadership for faculty and staff within an academic division.
- Provides responsible budget, resource and facilities management.
- Uses institutional data to inform academic, enrollment, scheduling and resource decisions.
- Collaborates across college units and campuses to advance student learning, retention, progression, completion and overall student success.
- Builds and maintains effective relationships with faculty, staff, students, community partners and other stakeholders.

Required Knowledge, Skills and Abilities

- Knowledge of effective supervision, personnel management and employee development principles and practices.
- Knowledge of budget planning and fiscal management practices.

- Knowledge of academic program evaluation, curriculum development and continuous improvement.
- Knowledge of leadership and strategic planning principles.
- Knowledge of higher education policies, procedures and accreditation processes.
- Demonstrated ability to exercise discretion, sound judgment and effective decision-making.
- Demonstrated ability to lead and communicate effectively with faculty, staff, students and other stakeholders.
- Strong written and oral communication skills.
- Demonstrated skill in supervising, mentoring, developing and evaluating employees.
- Demonstrated ability to interpret and use data to inform decisions and improve outcomes.
- Demonstrated skill in problem-solving, conflict resolution and mediation.
- Ability to develop, implement, communicate and consistently apply policies and procedures.
- Ability to use technology and college systems effectively in support of academic and administrative operations.

Minimum Qualifications

- Master's degree from a regionally accredited institution in a discipline represented within the Languages, Arts and Social Sciences division.
- A minimum of one year of full-time faculty teaching experience at a postsecondary institution.
- A minimum of three years of administrative experience at a postsecondary institution.

Preferred Qualifications

- Terminal degree from a regionally accredited institution in a discipline represented within the Languages, Arts and Social Sciences division.
- Three or more years of full-time teaching experience at a two-year postsecondary institution.
- Five or more years of administrative experience at a postsecondary institution.
- Experience leading multiple academic disciplines, departments or programs.

- Experience with enrollment management, academic scheduling, curriculum development, program review and/or student success initiatives.
- Experience supervising and developing faculty and staff in a higher education environment.

About Northern Virginia Community College

Northern Virginia Community College (NOVA) is the largest public institution of higher education in the Commonwealth of Virginia and one of the largest community colleges in the United States. As the region's largest provider of talent, NOVA plays a vital role in advancing opportunity for Northern Virginians and strengthening the Greater D.C. region's workforce and economy. Last year, NOVA served more than 75,000 students across [six campuses](#) — Alexandria, Annandale, Loudoun, Manassas, Medical Education and Woodbridge — as well as NOVA Online.

Located in the heart of one of the nation's most dynamic and diverse metropolitan regions, NOVA offers an extraordinary setting in which to live, work and lead. All six campuses are within 40 miles of Washington, D.C., with access to major airports, mass transit, vibrant arts and culture, sports and entertainment, historic communities and an exceptionally strong economy. Northern Virginia combines the opportunities of a major metropolitan area with welcoming communities, excellent schools and diverse neighborhoods.

NOVA is one of 23 colleges in the Virginia Community College System (VCCS), governed by the State Board for Community Colleges. The college serves residents of Arlington, Fairfax, Loudoun and Prince William counties and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park. NOVA is also supported by a local College Board and a shared-governance structure that engages faculty, staff and students in the life of the college.

A College Built for Opportunity

Established in 1964, NOVA has grown from a single building and 761 students to a comprehensive community college serving tens of thousands of students each year. That

history of growth reflects the college's enduring commitment to meeting the changing needs of Northern Virginia.

Today, NOVA provides affordable and exceptional higher education and workforce programs for students at every stage of their educational and career journeys. Students can choose from more than 120 for-credit degree and certificate programs, with pathways designed for transfer, career advancement and immediate employment.

NOVA is a major pathway to four-year institutions throughout Virginia, with Guaranteed Admission Agreements with more than 50 colleges and universities. Its nationally recognized ADVANCE partnership with George Mason University has become a model for transfer success. NOVA also provides a significant early-college pathway through Dual Enrollment, enabling high school students to earn college credit while reducing the cost and time required to complete a degree.



Woodbridge Campus of Northern Virginia Community College. John Boal Photography (2024)

The college's commitment to student success extends beyond the classroom. NOVA combines academic support with wraparound services that help students overcome barriers to completion, including financial assistance, emergency grants, food resources, childcare support and other services. This holistic approach reflects NOVA's commitment to ensuring that students have both the opportunity and the support they need to succeed.

A Strategic Partner for the Region

NOVA is a critical engine of workforce and economic development for Northern Virginia. Through NOVA Workforce and its academic programs, the college prepares students for careers in high-demand fields ranging from health care and information technology to skilled trades and engineering technology.

NOVA works closely with employers and industry leaders to ensure that its programs reflect the needs of a rapidly changing economy. The college's partnership with the Northern Virginia Technology Council connects NOVA's labor market expertise with more than 1,000 regional technology companies. NOVA also maintains extensive employer partnerships that create opportunities for internships, work-based learning and employment.

This commitment to innovation is exemplified by NOVA's partnership with Amazon Web Services and its work to prepare students for careers in cloud computing and other emerging technologies. Through these partnerships and others, NOVA serves not simply as an educational institution, but as a strategic partner in the region's economic future.

A Community Grounded in Purpose

NOVA's **mission** is to provide equitable access to affordable and exceptional higher education and workforce programs, transforming the lives of students and advancing opportunity in the community.

Its **vision** is to be a learning-centered organization that promotes student success.

The college's **values** — Care, Excellence, Inclusion, Integrity and Respect — shape its commitment to students, employees and the communities it serves. NOVA seeks to foster a welcoming and inclusive environment where people feel a sense of belonging, diverse perspectives are valued and students, faculty and staff can thrive.

For employees, NOVA offers meaningful opportunities to make a difference at an institution with an extraordinary reach and impact. The college provides competitive total rewards, including comprehensive health and dental insurance, generous paid leave, paid parental leave, deferred compensation plans, state employee discounts and a secure retirement system.

NOVA is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and holds specialized accreditation for programs across the college. The curricula of the college are approved by the College Board and the State Board for Community Colleges, and NOVA's two-year associate degree programs are also approved by the State Council of Higher Education for Virginia.

NOVA offers leaders the opportunity to shape the future of one of the nation's largest and most consequential community colleges — while contributing to the educational, economic and civic vitality of one of the country's most dynamic regions.

How to Apply

Interested candidates are encouraged to review the job posting (<https://jobs.vccs.edu/postings/100724>) and submit all required application materials through NOVA's online application system.

Questions?

Questions regarding the application process may be directed to Shawn Jackson, talent acquisition consultant, at sjackson@nvcc.edu