



Dean – College of Arts & Humanities

AA/2
Academic Affairs
BCAT CODE: 00120X
FLSA STATUS: Exempt

NATURE OF WORK

The Dean is the chief academic, fiscal, and administrative officer of the College and reports to the Provost and Vice President for Academic Affairs. The Dean is expected to provide strong leadership for the faculty of the College in all academic matters; champion the important roles of the College in regional educational and economic development; identify sources and develop plans for attracting external financial resources for the College's scholarly and programmatic goals; articulate the College's vision, qualities, and distinctiveness as its principal advocate and spokesperson within the University community and to national and international constituencies; create innovative and distinctive programs designed to attract outstanding students, faculty and staff; and reinforce the College's strong ties with other institutions in the University System of Georgia (USG). The Dean works collaboratively with other Deans and other institutional stakeholders to advance the mission and vision of the University. The Dean has the responsibility for all aspects of curriculum planning and development, faculty and staff development and evaluation, budgeting, and budget administration. He/she is to build on the College's strength in research and scholarly accomplishment by faculty and students. He/she is responsible for setting priorities and sustaining an environment of academic excellence, building and maintaining close relationships with alumni and the community, and generating external funding. The Dean is expected to maintain his/her professional activities in the areas of teaching, service, and research.

The Dean will be the chief academic leader of the arts and humanities units of a newly consolidated University designed to serve the regional community as an accredited level IV university and as an access institution. The College of Arts and Humanities (COAH) includes the Departments of Fine Arts; English, Modern Languages and Mass Communication; History and Political Science; Public Administration; Criminal Justice, Sociology, and Psychology; and Social Work;

TRAINING AND EXPERIENCE

Qualified candidates will have an earned doctorate/terminal degree from an accredited university in the candidate's academic or professional field and a minimum of five years of administrative experience at the level of Chair or higher. An exemplary record of scholarship sufficient to qualify for tenure at the rank of full professor in one of the departments in the College is required. This administrator will have demonstrated a high level of integrity and a leadership style that evokes trust and embraces transparency.

Required Qualifications also include the following:

- An appreciation, gained through direct experience or collaborative partnership, of the unique mission of the nation's Historically Black Colleges and Universities (HBCUs), and access institutions;
- Demonstrated record of attracting, recruiting, and retaining traditional and non-traditional students;
- Demonstrated leadership skills including the ability to manage a complex academic organization;
- A thorough understanding of budgets and finances, and a demonstrated ability to manage budgets particularly in times of economic restraint;
- Demonstrated ability to handle multiple projects simultaneously with attention to detail and deadlines;
- Demonstrated experience with academic planning, including program development and innovation, strategic planning, enrollment, and financial management;
- Demonstrated experience in shared governance;
- Proven commitment to diversity among students, faculty, and staff;
- Demonstrated commitment to collegiality, valuing and practicing consultative and collaborative decision-making processes;
- Exceptional interpersonal skills and excellent verbal and written communication skills;
- Demonstrated record of decisions and/or initiatives that have resulted in a heightened level of student admissions, retention, and success;
- Demonstrated commitment to a student- centered university model;
- Demonstrated ability to manage change successfully within an institution of higher learning;
- Demonstrated experience in forging good relationships with faculty;
- Demonstrated commitment to community outreach;
- Demonstrated commitment to promote and support institutional fundraising and collaborate with the Office of Institutional Advancement to identify funding priorities for the College.

Preferred Qualifications:

- Experience with multiple forms of course delivery, including traditional coursework, as well as online learning and blended models;
- An understanding and respect for the traditional liberal arts curriculum as well as professional programs.

ILLUSTRATIVE EXAMPLES OF WORK

- Serve as a strong internal and external advocate for the academic and public mission of the College, its faculty, and its students;
- Articulate and facilitate a long-term vision for the College within the context of the University's mission, vision, and values;
- Support collaborative decision-making processes with all stakeholders, particularly faculty driven decisions in the context of shared governance;
- Facilitate program development, building on traditional strengths, developing cutting-edge specialties within existing disciplines, and promoting global education;
- Develop, sustain, and enhance diverse and inclusive partnerships with community agencies, institutions of higher education, and schools;
- Provide leadership in the formulation, evaluation, and administration of college policies and advancement of strategic priorities;
- Ensure effective management of financial resources including budget planning and management and the ability to prioritize college resources;
- Work collaboratively with Enrollment Management team to promote recruitment and retention of students;
- Provide leadership in ensuring that the college meets its goals of recruitment, retention, progression to degree and on-time graduation of students enrolled in majors within the College;
- Ensure that course schedules each semester align with student progression patterns and optimal use of space;
- Ensure that departments offer and/or support accurate advising of students and maintain appropriate resources (ex. degree plan, checklist, website descriptions, etc.) for student use and to support student success;
- Provide necessary support to faculty to ensure timely submission of student performance information/data (ex. grades), use of advising and early alert tools and other resources that promote student success;
- Work collaboratively with Liaisons to partnering campuses and the Cordele;
- Center to ensure optimal delivery of courses that meet local and regional needs;
- Ensure that policies related to hiring, overloads, and reassignment/release time are followed; including timeliness of submission of documents.