

Dean, School of Humanities and Graduate Studies

The Dean of the School of Humanities reports directly to the Provost and Vice President for Academic Affairs and is responsible for the supervision of four undergraduate departments: English, Foreign Languages and Literatures, Philosophy & Religion, and Visual & Performing Arts. At the graduate level, the Dean is responsible for the supervision of the Urban Center and all graduate programs including the Master of Human Services, Master of Education, Master of Science in Reading, Master of Science in Administration, Master of Science in School Administration and Master of Science in Mathematics. The Dean is responsible for other academically related programs as assigned by the Vice President of Academic Affairs. The Dean is expected to provide leadership for programs under her or his supervision – including level of implementation of the Strategic Plan, academic planning and assessment, budget development and analysis, hiring, evaluation, and faculty/staff development.

Qualifications:

- Earned doctorate from an accredited institution in an appropriate discipline.
- Proven record of progressively responsible administrative performance.
- Three to five years experience in supervisory management.
- Experience in curriculum scheduling and planning.
- The Dean of the School of Humanities and Graduate Studies is a twelve-month position with vacation staggered throughout the year.
- Demonstrated successful teaching experience at the university level.
- Demonstrated successful experience in academic leadership positions in a university at the department-chair level or higher.
- Demonstrated record of scholarly and/or other creative activity.
- Demonstrated involvement in professional service activities relevant to her or his academic discipline.
- A record of accomplishment sufficient to hold senior faculty rank.
- Strong interpersonal communication, writing, and speaking skills.
- Demonstrated experience in faculty personnel evaluation at the department chair level or above.
- Evidence of academic vision and commitment to continuous improvement.

Essential Duties and Responsibilities:

- Reports regularly to the Vice President for Academic Affairs.
- Attends weekly deans' meetings and scheduled academic council meetings.
- Convenes and chairs at least monthly meetings of the School and the department chairs/directors.
- Convenes and chairs the monthly meetings of the Graduate Council.
- Develops the strategic plans for the School of Humanities and the Graduate Studies Program, based on the strategic plans of the departments and programs under his/her supervision.

- Monitors and controls the budgets for four undergraduate departments, the graduate programs and other programs and vetoes spending that exceed budgeting limits.
- Reviews all travel authorization forms and reimbursement requests to determine legitimate travel and charges within the guidelines of the Collective Bargaining Agreement.
- Oversees and coordinates curriculum development in the School of Humanities and the Graduate Studies Program and oversees proposals for curriculum and policy changes to be submitted to the Educational Policies Committee and/or the Curriculum Committee.
- Enforces the University mandate that all academic departments implement an assessment-of-learning plan.
- In cooperation with the Office of Institutional Research, implements the student evaluation of the faculty each semester.
- Keeps job descriptions of chairs and directors current by means of an annual review and requires chairs and directors to do the same for persons who report to them.
- Reviews all requests to dismiss, replace and recruit staff, and communicate to search committees appropriate guidelines when conducting the business of the committee.
- Reviews all search committee recommendations and recommends to the Vice President for Academic Affairs the preferred candidates.
- Annually, or at other times when requested by the Vice President for Academic Affairs, reviews applications for promotion/tenure/leave in the areas of supervision. Reviews, and, when appropriate, approves recommendations for non-renewal.
- Reviews/approves departmental course schedules, tutorial/independent study requests, grade change and other student appeals, prior to submission to the Registrar – in four undergraduate departments and in all graduate programs.
- Mediates any conflicts within areas of supervision and responds to concerns brought forward by students, faculty, chairs and staff.
- Reviews faculty/chair evaluations and semester reports from chairs on faculty accountability.
- Chairs the Planning Committee for the Annual Graduate Awards Ceremony.
- Promotes grant proposals within departments/programs, to support the work of the School and graduate programs.
- Visits the Urban Center in Philadelphia weekly and at times when circumstances require the Dean's presence, which may require some Saturday visits.
- Performs other duties as assigned.

Working Conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.