Dean, School of Social Sciences and Behavioral Studies

The Dean for the School of Social Sciences and Behavioral Studies reports to the Provost and Vice President for Academic Affairs. The dean serves as a member of the Provost’s Council and the Council of Deans. Further, the Dean serves as the senior administrative officer of the School of Social Sciences and Behavioral Studies. The School consists of the Department of Education, the Department of Business and Entrepreneurial Studies, the Department of Health, Physical Education and Recreation; the Department of History and Political Science; the Department of Psychology; the Department of Sociology and Anthropology; and the Human Services Program, which offers both undergraduate and graduate degrees. Thus, the Dean is expected to provide leadership for programs under his or her supervision – including level implementation of the Strategic Plan, academic planning and assessment, and budget development and analysis.

Further, in collaboration with the Provost, faculty, and staff, the Dean is responsible for developing, communication and implementing a compelling vision for the School in support of the mission of the University. Additionally, the Dean is responsible for leading the continuous improvement of academic programs, directing strategic and operational planning of the School, working collaboratively with faculty in an atmosphere of shared governance, overseeing the assessment and accreditation processes, working collaboratively with other units of the University, and fostering excellence in teaching, scholarly activity, and professional engagement and service.

Moreover, the dean will have responsibility for academic quality and for the intellectual and administrative affairs of the School, including faculty recruitment and development, curriculum development, research, external relations, and all measures of student success. This includes assisting in the development of grants in support of School programming and developing and maintaining agreements with community and state agencies in support of academic and service programming.

The Dean position is a twelve-month position with vacation staggered throughout the year.

Qualifications:

- Terminal degree/earned doctorate in a discipline within the School.
- At least five years of progressive administrative experience at the chair level or equivalent with an academic record of effective leadership as a dean, assistant dean, chair or equivalent administrative position with direct supervision of faculty and staff.
- The ability to use data to influence decisions and to support cycles of assessment and continuous improvement.
- The ability to lead in a collective bargaining environment committed to shared governance.
- Significant experience in planning, budgeting, assessment and interdisciplinary program development. Experience with curriculum scheduling and planning.
- Success in obtaining grant funding. Moreover, experience in resource generation from a variety of sources to include corporate, foundations, and individuals.
• Demonstrated knowledge of an ability to work collaboratively as a supportive member of an academic team.
• Knowledge of accreditation processes in the School, which include NCATE.
• Academic credentials sufficient to qualify for the rank of Associate or Professor.
• Experience with innovative program development.
• Experience with overseeing and interface with technology and/or online teaching platforms, preferred.
• Commitment to real world experiential learning.
• Commitment to international education and global engagement.
• Experience with student and parent relations.
• Excellent writing and presentation skills.
• Demonstrated success working as part of the team and strong leadership skills.

Essential Functions:
• Provide strong, creative and energetic leadership and offers visions and direction to the School. Develops and implements a comprehensive set of initiatives (divisional plan) focused on student success.
• Manage planning, budget, and scheduling to maximize student success, academic quality and achievement of the University’s mission. Monitors and controls the budgets for the departments associated with the School.
• Work collaboratively with other Academic Deans to coordinate general education, secondary education, and other shared programs.
• Build relationships with school and other global and community partners that support the School’s initiatives.
• Lead assessment of student learning and School effectiveness, and foster a culture and practice of continuous improvement. Enforces the University mandate that all academic departments implement an assessment-of-learning plan.
• Support the development of innovative undergraduate and graduate programs. Oversees and coordinates curriculum development within the School and oversees proposals for curriculum/policy changes to be submitted to the provost, Educational Policies Committee and/or Curriculum Committee.
• Promote interdisciplinary and inter-college collaborations in research and teaching.
• Develop a plan to increase specialized accreditation within the School.
• Lead and facilitate student recruitment by faculty for academic programs offered by the School.
• Generates revenue for the School through sponsored programs, external partnerships, and other strategies consonant with the University’s strategic plan.
• In cooperation with the Office of Institutional Research, implements the student evaluation of the faculty each semester.
• Works within the framework of the faculty collective bargaining agreement as it relates to promotion, tenure, sabbatical and other faculty-related matters.
• All other duties as assigned by the Provost and Vice President for Academic Affairs.
Physical Demands:
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, bend and reach.

Work Environment
The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.