RESPONSIBILITIES:

The Dean is the chief academic/administrative officer of the college and reports to the Provost. The successful candidate in this position will provide exemplary leadership in planning, integrating, and implementing innovative research and teaching programs. Duties will also include administrative and fiscal leadership for School personnel, its programs and physical resources; program planning, faculty development, and pursuit of extramural funding. Coordination with other university programs, professional and governmental agencies, and industry groups is also expected. Provide administrative leadership for the teaching programs including; student recruitment, instruction, retention, and liaison with students present and past.

MINIMUM QUALIFICATIONS:

- Earned Ph.D. or equivalent in the human sciences represented by programs within the School, or a closely related discipline, and an outstanding record of professional accomplishments.

- An academic record commensurate with the rank of full professor.

- In-depth knowledge of the curriculum in the School and a familiarity with the programs in associated departments and the Graduate School.

- The leadership skills or the potential necessary to administer a program which includes resident instruction, research and service, and the ability to collaborate and communicate effectively with diverse clientele and stakeholders.

- Knowledge of trends and funding opportunities in the discipline related to Research and Academic programs and ability to attract extramural funding.

- Knowledge of organizational structure, budgeting procedures, personnel management, and administrative policies.

- Ability to speak and write clearly and to communicate ideas effectively.

- Ability and interest in providing multi-disciplinary leadership and coordination of diverse research interests.

- Ability to recruit undergraduate and graduate students, and a commitment to fostering research and academic excellence.

- Active participant in professional associations and accrediting bodies related to the disciplines.

- Demonstrated skills and experience to lead a broad and intensive development program.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.