

Assistant Dean for the College of Arts & Sciences

Marian University

Assistant Deans for the College of Arts & Sciences (CAS) are faculty with allocated load hours to perform the essential leadership and administrative duties of their respective school. Assistant dean positions report directly to the CAS Dean and are full-time, 12-month appointments. The Assistant Deans of the CAS will promote an innovative, interdisciplinary, and inclusive working environment that is forward-thinking and strives for diversity, equity, and inclusion of people, perspectives, and ideas. In collaboration with the CAS Dean, Assistant Deans will help create and implement the strategic plan for the CAS in alignment with the University mission and values.

These positions are intended to be populated by internal hires and have a term of three years with the option of a second three-year term at the discretion of the Dean of CAS and the Provost.

Primary Responsibilities:

- Promotes school to internal and/or external audiences and serves as school's resource advocate
- Supports school-level research and scholarship activities and initiatives
- Responsible for the school's (and each department's within) external visibility, planning, and presence and serves as the school's primary liaison with Marcom, Admissions, and Advancement
- Assist the Dean of the CAS with the work of the school (planning, budgeting, coordinating, supervising and evaluating personnel and programs)
- Serves as primary evaluators of Chairs (also program directors if aligned as such) for promotion and tenure
- Observes all faculty teaching annually
- Serves as the primary evaluator of teaching and service for all school faculty
- In consultation with program TLC representatives, review students learning outcome reports and assessments for their school
- Conducts and manages annual, school-level needs assessment report
- Approves schedules, faculty load, and external employment issues within school
- Provides final approval for adjunct hiring within school
- Manages school budget and approves program budgets
- Hosts school meetings each semester, frequency determined by school needs
- Monitors course registrations, makes appropriate adjustment in course schedules and instructor assignments
- Oversees departments involvement with off campus programs, including study abroad and internships
- Supports and develops recognition and development of faculty especially in relation to their teaching, service, and scholarship
- Ensures school, department, and disciplinary events align with the academic objectives and mission of the university
- Takes leadership role in the mediation of conflicts among constituents in the school, consulting with the CAS dean, office of provost, and the office of human resources as necessary

Required Qualifications:

- The Dean will have an earned doctorate or terminal degree from a liberal art or science from an accredited university
- Evidence of a collaborative, collegial, and equitable administrative style
- Excellent communication and interpersonal skills

- Knowledge of and commitment to the mission and strategic vision of Marian University
- Demonstrated collaboration with shared governance and constituent groups
- High level of proficiency with collaboration, strategic planning, and project development/management