

Lincoln University Job Description

Job title:	<i>Dean, College of Science and Technology</i>
Department:	<i>College of Science and Technology</i>
Reports to:	<i>Provost and Vice President for Academic Affairs</i>

Job Summary:

The Dean for the College of Science and Technology 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 College. The College consists of the Departments of Biology, Chemistry and Physics, Math and Computer Science, Nursing and Health Services, and the Center of Excellence for Health Disparities, which offer undergraduate 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, communicating, and implementing a compelling vision for the College 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 College, 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 the College's 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.

Qualifications:

- Terminal degree/earned doctorate in a discipline within the College.
- 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. Experience in resource generation from a variety of sources to include corporate, foundations, and individuals.
- Demonstrated knowledge of and ability to work collaboratively as a supportive member of an academic team.
- Knowledge of accreditation processes in the College, which include MSCHE and NCATE.
- Academic credentials sufficient to qualify for the rank of Associate Professor 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 Duties and Responsibilities:

- Provides strong, creative and energetic leadership and offers vision 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 College.
- Work collaboratively with other Academic Deans to coordinate general education, secondary education, and other shared programs.

- Build relationships with schools and other global and community partners that support the School's initiatives.
- Lead assessment of student learning and College 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 College and oversees proposals for curriculum/policy changes to be submitted to the Provost, Educational Policies Committee and/or Curriculum Committee.
- Develop a plan to increase specialized accreditation within the College.
- Lead and facilitate student recruitment by faculty for academic programs offered by the College.
- Generates revenue for the College 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.

Working conditions:

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