JOB DESCRIPTION

POSITION: Dean, College of Arts and Letters

Appointed by the Vice President for Academic Affairs
Approved by the Provost and Chief Operating Officer
and the university President

MISSION:

The mission of Concordia University, a university of The Lutheran Church-Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, and for enlightened care of God’s creation, all within the context of the Christian Gospel.

POSITION SUMMARY

The Dean is a member of the university faculty and serves as the administrative leader and the coordinator of financial matters and curriculum and instruction in the college.

The position of Dean of the College of Arts and Letters (CAL) at Concordia University, St. Paul (CSP) is a tenure-track faculty role with full-time administrative responsibilities. The distribution of responsibilities includes expectations as a year-round administrator, with 4 semester hours of teaching workload and 4 semester hours of scholarship/service/advising workload. The Dean carries out the mission, vision, and goals of the university under the President and Vice President for Academic Affairs, with a special focus on the specific mission, vision, and goals of the College of Arts and Letters.

This position has a starting date of July 1, 2016.

QUALIFICATIONS

- A commitment to Christian higher education and the Lutheran identity of the university
- A commitment to fostering the connections between “faith and learning”
- Demonstrated leadership and management skills
- Strong team building skills and the ability to work effectively and collegially with others
- Terminal degree in an area of study related to the college
- Highly developed skills in written and oral communication, human relations, and creative problem solving
- A commitment to enrollment growth in the college
• A commitment to ensuring quality academic programs in the college including alignment with professional organizations and accreditation processes
• A commitment to building diversity in the college
• A commitment to supporting faculty scholarship.
• Demonstrated experience and knowledge of financial planning and budget administration

PREFERRED QUALIFICATIONS
• Knowledge and experience with online instruction
• Engaged in scholarship
• Experience and expertise in grant writing
• The dean shall be a rostered church worker in the LCMS or an active member of an LCMS congregation

RESPONSIBILITIES

Administrative Responsibilities

• Leads the CAL in the development and implementation of its mission and vision
• Leads and coordinates the work of the department chairs, program coordinators, directors, and staff in the college
• Appoints the Department Chairs on a 3 year rotation cycle (in consultation with the Department and the VPAA).
• Supervises the University Honors Program
• Builds faculty and staff morale
• In consultation with department chairs and program coordinators, reviews and assigns faculty workload in the college
• Regularly reviews college policies and procedures
• Facilitates evaluation and mentoring of faculty and staff
• Plans and convenes regular meetings of the college
• Participates in strategic, long-range, and short-range planning for the university
• Directs the strategic, long-range, and short-range planning processes for the college
• Oversees annual program review
• Interprets university policy for faculty and staff of the college
• Coordinates all accreditation efforts in the college
• Coordinates the gathering of assessment data, the writing of reports related to the data, and planning based upon the data
• Resolves issues related to faculty or student issues, including due process issues
• Ensures that new faculty and staff members are oriented to the university

• Curriculum and Instruction
  • Knows current educational philosophies
• Encourages continued program development and innovation in the fields of study offered in the college
• In consultation with department chairs and program coordinators, approves the development of all curricula in the college, updating curricula as needed
• Maintains updated files of course syllabi for all courses offered in the college

• Faculty and Staff Development
  o Recruits, develops, supports, and assesses faculty and staff appointed for service in the college
  o Coordinates searches for new tenure-track and term faculty (ex officio on committees), including the writing of job descriptions
  o Approves all adjunct faculty in the college
  o Evaluates annually the performance of all college staff and department chairs and ensures that department chairs do the same for other faculty and staff
  o Leads the faculty development process in the college, including the collection of annual Professional Development Plans from faculty
  o Prepares and monitors workloads of faculty members assigned to the college

• Recruitment, Marketing, Publicity and Relations
  o Is responsible for advancement/development in the college for the university
  o In consultation with department chairs and program coordinators, establishes enrollment and recruitment goals
  o In consultation with department chairs, program coordinators, and the Admissions office, establishes plans to meet enrollment and recruitment goals
  o Organizes efforts for the retention of students in the college
  o Collaborates with university and community partners to design professional activities
  o Serves as representative to local, state, synodical, and national entities as relevant
  o Promotes alumni relations

• Finance
  o Represents the college in financial matters at the university
  o Interprets university plans related to finances of the college
  o In consultation with department chairs, manages the budget in the college (including contracts, requisitions, requests for overload, summer school, etc.)
  o Recommends additions to and/or reductions to the budget in the college, including the expenses related to additions of personnel in the college

RELATIONSHIPS

• Reports to the following:
  o Vice President for Academic Affairs

• Member of the following (among others):
  o Academic Cabinet
• Strategic Planning Council
• Budget Task Force

• Supervises the following:
  o Department Chairs with appointments in the college
  o Faculty with appointments in the college and faculty when they are teaching in the college
  o Staff with responsibilities in the college

• Collaborates with the following (among others):
  o University Vice Presidents
  o Deans of other colleges at the university
  o Assessment Coordinator
  o Director of Institutional Research
  o Dean of Diversity
  o Dean of the Graduate School
  o Human Resources office
  o Admissions office
  o Financial Aid office
  o Advancement/Development office
  o Alumni office
  o Other university offices: financial aid office, registrar’s office, etc.

TO APPLY FOR THIS POSITION

Please send the following materials electronically to: Ms. Kathy Haeg, Office of Academic Affairs, Concordia University, 275 Syndicate St. N., St. Paul, MN 55104. Applications received by March 15, 2016 will be given priority.

• A Curriculum vitae
• Names and contact information for three references
• A cover letter, explicitly describing how your skills, characteristics, and personal and professional experiences align with the required qualifications, preferred qualifications, and responsibilities outlined in the job description.

Updated February, 2016