



## Dean, Undergraduate Programs Job Posting

### **Reporting Line:**

The Dean reports directly to the Provost.

### **Qualifications:**

- I. A terminal degree in an appropriate academic discipline
- II. Ten years of prior administrative experience
- III. Outstanding community leadership, service experience, educational leadership (applied and/or academic), and scholarship consistent with the mission of the University and College
- IV. Desirable competencies or attributes include excellence in fund raising, grant development/oversight, external community relations, collaborative initiatives with other organizations, and management expertise.

### **Stewardship Statement:**

It is the responsibility of the Dean to provide ethical and dynamic leadership for Spalding University. This includes articulating the vision and long-term focus for the University and its academic programs and general supervision of the undergraduate programs as well as other developing schools/departments).

### **Responsibilities** (Responsibilities include, but may not be limited to those listed below.)

- I. Develop and implement a plan to promote external community relations and develop collaborative programs.
  - A. Articulation of the University's vision/mission/programs to external constituencies
  - B. Build community recognition and valuing of the undergraduate programs
  - C. Develop community relations for fund raising, grant development, identification of community/university research projects and development of possible student internship/employment opportunities
  - D. Anticipate and respond to the University's markets (employers, funding sources, and students) in the development and management of curriculum
  - E. Participate in community/government groups for policy/programmatic direction and community relations (e.g., Greater Louisville, Inc., Health Enterprise Network) as well as other pertinent boards, committees, planning groups, etc.
  - F. Identify and promote undergraduate service and service learning activities in the community
  - G. Identify programs of interest for the community (e.g., College Speaker Series, continuing education, etc.)
  - H. Participate/collaborate to build an enriching undergraduate student experience. Collaborate with Spalding University leadership in the development and support of a vibrant student experience/campus life.
- II. Manage Human Resources and assume fiscal direction for the undergraduate academic units.

- A. Develop a business plan (including potential program *pro formas*) for the undergraduate programs.
  - B. Develop the annual undergraduate program budget and collaborate with School Chairs and program directors as they develop the School budgets
  - C. Provide general supervision for the School Chairs and program directors and evaluate the performance annually; review the faculty evaluations completed by School Chairs
  - D. Develop and implement an effective faculty/staff recruitment and retention program with a focus on academic content expertise, diversity, and community impact
  - E. Provide oversight for the recruitment of undergraduate faculty and staff and recommend the appointment of undergraduate faculty to the Provost.
- III. Oversee Curriculum and Program Development for the Undergraduate Programs
- A. Support the development of class/teaching schedules, curriculum syllabi, and monitor faculty load standards
  - B. Assure periodic program reviews, including curriculum analysis and program review for the undergraduate programs, in collaboration with School Chairs
  - C. Engage in education/scholarship/service activities as appropriate
  - D. In collaboration with Chairs, develop and implement college-wide academic policies and procedures as well as further development/enhancement of interdisciplinary program/activities
  - E. Serve as final undergraduate programs reviewer in student appeals.
- IV. Represent undergraduate programs in University-wide Matters
- A. Develop external funding resources for the University and undergraduate programs
  - B. Organize and manage strategic planning for the undergraduate programs and coordinate with the University Strategic Plan
  - C. Organize and manage the annual balanced scorecards for the Schools/College; coordinate with the University score card and oversee strategic planning for the undergraduate programs and its units
  - D. Collaborate with the Dean, Graduate Programs in development of University and academic policy issues
  - E. Promote a working climate conducive to collaboration with Dean, Graduate program in program development and strategic opportunities
  - F. Serve as a member of the Leadership Team, Council of Deans, and Academic Affairs Group.



The review of applications will begin immediately and will continue until the position is filled. Interested persons should submit a letter, explicitly addressing the above mentioned qualifications, with a current vitae and names and contact information for at least three references to:

Yolanda Peterson  
Human Resources Coordinator  
Spalding University  
Human Resources  
845 S. 3<sup>RD</sup> Street  
Louisville, KY 40203  
ypeterson@spalding.edu

### **ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.