



**Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220**

**Vacancy Announcement
School of Arts and Sciences
Academic School Dean**

Virginia Union University envisions itself as a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world. In keeping with the VUU vision and mission, the Division of Academic Affairs is seeking three strategic and innovative Academic School Deans to serve as chief academic and administrative officers providing overall leadership and direction for all aspects of administration and operation. The term of the appointment will be for one year, from July 1 through June 30. The Dean will report to the Provost and Associate Provost.

General Description and Responsibilities:

- Coordinates the development of and implementing the School's Vision and Goals Statement;
- Leads school efforts toward achieving University goals;
- Develops the school budget;
- Manages the fiscal affairs of the school;
- Leading, and coordinating school strategic planning and curriculum development;
- Supervises, evaluates, and supports Departments in a manner that promotes excellence in instruction, scholarly and creative productivity.
- Leads the processes of school administrator selection and overseeing the processes of faculty and staff selection and retention;
- Evaluates Department Chairpersons and staff;
- Reviews policies, procedures, and recommendations for appointment, salary, retention, tenure, and/or promotion of faculty, and ensures that all policies are followed;
- Evaluates overall Departmental/School productivity in instruction, research, and service responsibilities;
- Providing recommendations to the Provost regarding sabbaticals and other leaves for faculty and staff;
- Advises the University Provost on University policies and procedures;
- Manages non-faculty school staff members;

- Certifying to the Office of the Provost and the Office of Registrar as to the compliance of individual students with requirements for graduation, after receiving the recommendation of the department chair/faculty;
- Being knowledgeable of the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding faculty credentials and assessment of program and course outcomes, university policy and procedures and departmental programs and general policies and procedures of the Division of Academic Affairs;
- Where applicable, providing supervision and completion of the program/discipline specific accreditation process which includes self-studies, internal program reviews and student learning outcomes assessment;
- Developing the School as a cost center, generating revenue through external fund-raising efforts;
- Collaborating with University College to facilitate Departmental participation and support with Undergraduate Research initiatives and programming;
- Convening and presiding over regular monthly meetings and special meetings with Department Chairpersons and forward minutes to the Office of the Provost;
- Providing written reports to the Provost, Vice President(s), and other university personnel as requested;
- Serving as members of committees as assigned;
- Supervising the preparation of and/or recommending revisions of the departmental curriculum maps, annual course offerings schedules (Fall, Spring, Summer), catalog department descriptions, and catalog course descriptions;
- Integrating alumni support into the academic units;
- Observing and evaluating faculty course instruction and meet with faculty as requested
- Building regional and national visibility to grow enrollments in School's degree programs;
- Where applicable, partnering with marketing and operations leadership to identify, evaluate and develop programs and certifications that enhance VUU's value proposition and market competitiveness.
- Developing and supporting strategies (i.e., retention modules, EMSA collaboration) that enhance recruitment and retention of students within the School;
- Coordinating the resolution of student appeals, complaints, transfer courses/course equivalents and offer action recommendations, based on University and departmental regulations and in collaboration with the Department Chairperson, where applicable; and
- Performing other duties as assigned.

Qualifications:

- Ph.D. preferred
- At least three years' experience in higher education

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue for 30 days after the position is posted. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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