



Title: Associate Dean for Academic Affairs

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Work Location: Columbus, Indiana,

Description

IUPUC—Indiana University-Purdue University Columbus—delivers IU and Purdue bachelor's and master's degree programs to meet the needs of south central Indiana. IUPUC encourages dynamic, qualified tenured faculty with administrative experience to apply for the position of Associate Dean for Academic Affairs. As a senior academic leader at IUPUC, the successful candidate will be part of a growing institution with a mission to enhance the cultural and intellectual life and the economic opportunities in communities it serves. This position will be especially attractive to an academic leader who wishes to join a senior administrative team and to play a key role in the development of degree programs that meet the needs of the region it serves.

The Associate Dean will coordinate efforts to build programs and to provide support for the professional development of a growing faculty. The successful candidate, who will already have earned tenure and promotion in rank, will demonstrate:

- Strong professional and personal characteristics, including leadership, vision, ability to work collaboratively, foster cooperation, communicate effectively, advocate for faculty, and commitment to promoting diversity
- Scholarly achievement through research and creative activity
- Success in academic administration
- Ability to lead, coordinate, manage: academic programs, new degree programs, assurance of student learning, accreditation

The Indiana University-Purdue University Columbus Associate Dean for Academic Affairs will assume responsibility for:

- Leadership and oversight of the development, management, coordination, accreditation, and

evaluation of all degree programs: Biology*, Business, Communication Studies, Community Health Advocate, Criminal Justice*, Education, English, General Studies, Mechanical Engineering*, Nursing, Psychology, Sociology*; and graduate degrees including the MBA, and the Master of Arts in Mental Health Counseling. (***Denotes degree is offered through IUPUC, but conferred through IUPUI.**)

- Recruitment, selection, evaluation, compensation, advising, promotion, tenure, termination, sabbatical leaves, and research aid for faculty and other academic personnel, including providing leadership in recruiting a diverse faculty.

- Development, allocation of resources, and continual improvement of programs to raise the quality of teaching and learning, to encourage faculty service, professional growth and creative work, and to promote the cultural and intellectual growth and diversity of the campus community.

- Oversight of programs and initiatives directed at student success, including assurance of learning, retention, and graduation.

- Representation of Indiana University-Purdue University Columbus academic programs to officers and faculty throughout Indiana University, including service on IUPUI committees that typically include associate deans, such as the Undergraduate Affairs Committee and the Student Experience Council.

- Development and maintenance of effective communications on academic matters within the campus community and between the academic units and external constituencies, particularly campus leaders whose roles support and/or add value to the academic experience.

- Enforcement of all university academic regulations.

- Development and oversight of a campus system to identify opportunities for and the acquisition and management of campus grants and contracts related to academic programs.

- Supervision of Division Heads, the Director of the Center for Teaching and Learning, the Coordinator of Student Academic Support Services, the Coordinator of the Office of Institutional Research and Effectiveness, and other campus unit leaders reporting to the Associate Dean for Academic Affairs such as Summer Success programs, and Retention & Graduation Initiatives.

- The identification of new initiatives and the performance of all appropriate duties necessary to

ensure the continual improvement and smooth operation of the academic programs of Indiana University-Purdue University Columbus.

- Oversee and direct the strategic development and revision of online courses in adherence with Quality Matters Standards.
- Teaching the equivalent of a three-credit course in the candidate's home discipline each academic year is expected.

Required Skills

Professional Qualifications and Personal Characteristics

The professional qualifications and desired personal characteristics for the Associate Dean for Academic Affairs have been identified by the IUPUC Search and Screen Committee:

Professional Qualifications

- An earned doctorate
- Significant teaching experience, scholarly achievement, and equivalent rank of full professor
- Proven success as an academic administrator in positions of increasing responsibility
- Experience in strategic planning and management of human, fiscal, and facility resources
- Experience in accreditation, assessment, distributed education, and technology
- Commitment to developing campus and community partnerships and alliances
- Demonstrated commitment to promoting diversity
- Evidence of successful collaboration

Personal Characteristics

Knowledge of and experience with student characteristics and the educational and developmental needs of a diverse community of traditional and non-traditional undergraduate students, and commitment to student retention and success

- Leadership skills to work with faculty and staff to implement the academic mission of the campus
- Knowledge of and engagement with national trends and issues in education
- Academic vision combined with excellent interpersonal communication and management skills

- Ability to work collaboratively with administrators, faculty, staff, students, community partners, and other campus offices to provide opportunities for student learning both within and outside of the classroom
- Ability to foster cooperation and respect within a diverse faculty, staff, and student population
- Ability to advocate for faculty while simultaneously honoring the campus commitment to shared governance
- Appreciation of the value of diversity in a university campus setting

Comments

IUPUC is a growing institution with high potential. The Columbus Learning Center incorporates resources from IUPUC, Ivy Tech Community College, and Purdue Polytechnic to provide a focal point for community learning. This partnership is the result of a community initiative to expand postsecondary degree and professional development opportunities for the local workforce, resulting in a seamless continuation of educational opportunities for area residents.

IUPUC is located in Columbus, Indiana, and has a staff of 67 full-time faculty with excellent credentials and enrolls between 1,500 and 1,800 students annually. Columbus is located one hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information visit <http://www.iupuc.edu/> and <http://columbus.in.us>.

Diversity is a core value at IUPUC. Our goal is to create an academic community that is rich with cultural, social and intellectual diversity. IUPUC is an Affirmative Action/Equal Opportunity employer M/F/D/Veteran.

Kind: Full Time

Level: Faculty

Apply

Review of applications begins immediately and will continue until the position is filled. **The position will begin July 1, 2018, or as soon after that as possible.**

APPLICATIONS: Interested candidates are encouraged to review the full job description and the listing of desired professional qualifications and personal characteristics on the following pages. Submit a letter of interest, curriculum vitae, and names and contact information for six references via: <http://indiana.peopleadmin.com/postings/5269> Requests for additional information regarding this position should be directed to Vice Chancellor Reinhold Hill at 812.348.7226.



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