

Position Details

Posting Number: 0602732

FLSA: Exempt

Working Title: Dean, College of Education

Department: Academic Affairs

FTE: 1.0

Job Summary/Basic Function:

East Tennessee State University (ETSU) seeks applications for an academic leader to serve as Dean of the Clemmer College of Education.

The Clemmer College of Education maintains numerous accreditations and comprises the departments of Counseling and Human Services; Curriculum & Instruction; Early Childhood Education; Educational Leadership & Policy Analysis; Sport, Exercise, Recreation, and Kinesiology; Educational Foundations & Special Education; University School, a K-12 laboratory school; Centers of Excellence in Early Childhood Learning & Development; Mathematics & Science Education; Sport Science & Coach Education; an Olympic training site; and the Center for Community College Leadership. The college offers six undergraduate and sixteen graduate degree programs, including three doctoral programs.

The Dean reports to the Provost and Vice President of Academic Affairs and is responsible for providing leadership and management for the Claudius G. Clemmer College of Education, its academic departments, programs, centers, and the University School.

ESSENTIAL FUNCTIONS:

Provides leadership in developing an academic mission, vision and plan for the college, encompassing the diverse programs within the college, that is consistent with the college and university missions and strategic initiatives and ensures continuing attention to that vision and plan

Provides academic and educational leadership, management, and appropriate administrative oversight and support for the college, including its academic departments, centers and chairs of excellence, programs and services; its faculty, staff and students; its curriculum and program development and student support services; and its employment, development and evaluation of faculty and staff

Serves as the chief budgeting and operating officer for the college with overall responsibility for instructional, research, and service programs including allocation of available financial, space, and other resources to support the college mission and all other aspects of college operations

Provides creative and aggressive support for the state's Complete College (Tennessee) Act goals and for a responsible university enrollment growth agenda

Promotes and provides leadership and advocacy for the university's teacher education programming and support for the university's Teacher Education Advisory Council

Promotes and provides leadership and support for attaining and maintaining accreditation and licensure applicable to programs in the college

Promotes and provides leadership and advocacy for the college's programs and services in counseling and human services; curriculum and instruction; early childhood education; educational leadership and policy analysis; sport, exercise, recreation, and kinesiology; educational foundations; special education; early childhood learning and development; mathematics and science education; sport science and coach education; training of Olympic athletes; leadership studies; and, through ETSU's University School, K-12 education for area children

Represents the college in appropriate campus governance bodies, in regional and state organizations or functions, and in appropriate affiliations with external and national organizations

Pursues opportunities and provides support as appropriate for developing internal and external partnerships, pursuing extramural support for the college's programs and services, and consistent with the university's advancement directions for fundraising

Pursues and promotes active and mutually beneficial collaboration with stakeholders and constituents, including schools and other educational agencies and local and state governments

Performs other duties as assigned

Knowledge, Skills, and Abilities:

Knowledge of general academic policies and curriculum issues at the undergraduate and graduate level

Knowledge of Tennessee Department of Education policies and procedures for operation of a K-12 school

Knowledge of the academic programs offered within the college including basic curriculum, employment outlook and potential, and key legislative issues impacting programs

Knowledge of SACSCOC principles of accreditations and of the standards of specialized accreditations associated with the college's programming

Ability to provide effective fiscal stewardship and management of administrative budget consistent with campus and state resources

Ability to engage in constructive problem-solving and to make sound decisions

Ability to communicate effectively with faculty and staff within the college and university and diverse campus and community constituencies

Ability to work collaboratively with chairs and faculty within the college as well as with the leadership of other academic and administrative units to develop appropriate policies and programs

Ability to engage in shared governance that displays partnership, accountability, ownership, and a culturally sensitive, empowering framework for shared decision-making and accountability for meeting the vision, mission, and goals of the college and university

Ability to promote student success and faculty excellence in teaching, scholarship, and service

Ability to establish and maintain supportive relationships with alumni

Ability to forge constructive relationships with stakeholders and constituents regarding needs, issues and events of mutual interest

Ability to provide leadership in online and distance education programs in the college

Ability to promote diversity of thought and inclusion among students, faculty, and staff, and in the curriculum

Minimum Qualifications:

An earned terminal degree in a discipline related to the college's academic programs; qualifications demonstrating substantial teaching, research, scholarly activity, and successful grantsmanship appropriate for the rank of professor; and at least five years of successful experience in academic administration at the level of department chair or above

Preferred Qualifications:

Demonstrated advocacy for underrepresented populations

Special Instructions to Applicants:

Review of applications will begin on January 5, 2017, and will continue until the position is filled. The preferred start date is July 1, 2017.

Submit applications through the university's electronic application system. Applications should

include a letter of interest that addresses accomplishments and experience relevant to the position; a statement of personal leadership philosophy (upload under Other Document); a detailed CV; names, phone numbers, and email addresses of five references who can address the applicant's academic, administrative, interpersonal, and scholarly achievements; and unofficial transcripts. Inquiries should be directed to Dr. William Kirkwood, Search Committee Chair and Vice Provost for Undergraduate Education, kirkwood@etsu.edu .

ETSU is an AA/EOE employer. Women and minorities are particularly encouraged to apply.

To learn more about ETSU's Clemmer College of Education, visit <http://www.etsu.edu/coe/>

ETSU is located in beautiful Northeast Tennessee - a great place to live, offering four distinct seasons and mild winters. For more information about ETSU and the region, please visit <http://www.etsu.edu/etsuhome/about.aspx>

Posting Date: 11-18-2016

Closing Date: Open Until Filled

Is this position subject to a background check/screening? No

Is any part of the funding for this posting coming from a grant or outside funding source? No

Pay Grade Level: 01

Required Applicant Documents:

- Cover Letter
- Curriculum Vitae
- Other Documents
- Unofficial Transcript

Application Types Accepted:

Faculty Profile