



POSITION ANNOUNCEMENT

Job Title: **Dean of the College of Arts and Sciences**
Department: College of Arts and Sciences
Reports To: Provost and Vice President of Academic Administration

Summary

Madonna University invites applications for the position of Dean of the College of Arts and Sciences. The University seeks a candidate with administrative experience, successful teaching, and substantial knowledge of Arts and Sciences disciplines. The Dean works closely with faculty, both full- and part-time, and with the Provost to articulate and fulfill the College's role/position in a Felician Franciscan institution. This position includes promoting diversity, equity, and inclusion across the University, as well as promoting the goals of College faculty by facilitating excellence in teaching, service, and scholarship. The Dean reports to, and works directly with, the Provost.

Who We Are

The mission of Madonna University, a Catholic institution of higher learning, is to instill in its students Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Felician Franciscan tradition.

Madonna's mission receives its spirit from these Franciscan Values:

- Respect for the Dignity of Each Person
- Peace and Justice
- Reverence for Creation
- Education for Truth and Service

Madonna University History

In 1937, Madonna University (then known as Presentation of the Blessed Virgin Mary Junior College) was established by Mother Mary DeSales Tocka and her council in the Felician Central Convent in Livonia, with the first-year enrollment of 18 Sisters. Madonna University instituted master's-level programs in 1982 and became a university in 1991. A leader in nursing education at the state, regional, and national levels. Madonna's College of Nursing and Health launched the University's first doctoral program – the Doctor of Nursing Practice – in 2009. Through this growth and development, the institution has become one of the nation's largest Franciscan Universities with a combined undergraduate and graduate student body of approximately 2,500 students.

Additional information about Madonna may be found at www.madonna.edu.

Why Work at Madonna

Madonna University takes pride in being a student-focused institution offering a career-oriented, liberal arts grounded education reflective of the Mission of the University. Madonna is deeply committed to excellence in teaching, scholarship, and service, as well as ensuring access and affordability.

Skills You Have

Candidates for the position must possess a distinguished record as a scholar and educator, significant administrative experience (especially at the University-wide level), excellent communication and collaboration skills, and personal qualities of vision, integrity, dedication, strong work ethic, and empathy.

Background Screening

Madonna University conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

Madonna EEO/AA Statement

We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Candidate Work Requirement

Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

JOB SUMMARY

The Dean is responsible for overseeing all matters related to the academic programs offered by College of Arts and Sciences: curriculum development; staffing (recruitment, hiring, workload, evaluation and professional development); student complaints/grievances; budgeting and planning; program assessment; and resource development/grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership for the College and serve as an officer of the University.
2. Provide a vision for the College consistent with the strategic plan for the University.
3. Provide leadership in the planning, development, and effective implementation of academic programs at the undergraduate and graduate levels, including international programs.
4. Work with the College faculty and Admissions to strongly support recruitment to develop strong enrollment in the University and the College.
5. Build and support relationships with the College Alumni.
6. Lead the Department Chairs and Program Directors in the College.
7. Convene faculty meetings for the College of Arts and Sciences, chairs the meetings, supervises deliberations, and responds to advice. Represents the College of Arts and Sciences on the Academic Council, Curriculum, Educational Policy & Assessment Committee, Institutional Standing Committee on Planning and Mission Effectiveness, Graduate School Committee, and other relevant committees of the University.
8. Conduct cyclical review of academic programs and presents recommendations for continuous improvement, including preparation for and conducting review for professional accreditation.
9. Oversee publication of the promotional materials and monitors marketing and student recruitment plans for the College of Arts and Sciences.
10. Develop, recommend, and monitor the College of Arts and Sciences budgets.
11. Promote effective student advisement and ensures consistent adherence to policies published in student handbooks and University bulletins, including College of Arts and Sciences and University grievance procedures.
12. Provide leadership in advocating for the traditional hallmarks of excellence in higher education by encouraging and facilitating high standards of academic quality through appointment of appropriately credentialed faculty, admission of qualified students, and high expectations for student achievement and program assessment.
13. Monitor retention and graduation rates for programs offered by the College of Arts and Sciences and develops strategies to address concerns.
14. Foster cooperation, coordination, and understanding among the departments of the College of Arts and Sciences, with the other colleges/schools and offices of the University, and with the University administration.
15. Complete other projects as assigned by the Provost or President.

SUPERVISORY RESPONSIBILITIES

Directly supervises full and part time faculty and staff in the College of Arts and Sciences. Carries out supervisory

responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Doctoral degree in any of the fields or related field of the College required. Minimum of five years full-time university teaching. Three years of leadership experience. Excellent interpersonal skills including ability to work cooperatively with faculty and departmental staff and students. Excellent communication skills. Demonstrated ability to exercise initiative, independent judgement, tact and diplomacy. Positive service-oriented attitude and follow-through to plan, organize and manage a diverse workload with attention to detail. Demonstrated ability with successful grant writing.

TO APPLY: External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to essentialhrinfo@madonna.edu

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.