

## *Internal Promotion Opportunity—Faculty Only*

### **Associate Dean, College of Arts and Sciences**

**Reports to:** Dean of the College of Arts and Sciences

The University of North Alabama seeks two Associate Deans for the College of Arts and Sciences. The Associate Deans will be responsible for coordinating many of the core administrative services of the College. These include such areas as facilities management, scheduling, student concerns, instructional support services, faculty and staff searches, diversity, technology, shared governance, enrollment management, accreditation, recruiting initiatives, experiential learning opportunities, curriculum development, faculty mentoring, resources for faculty growth, oversight of faculty student advising, promotion and tenure, and other college initiatives. Candidates should be able to show a career pattern of academic leadership as evidenced by the development of new programs and academic initiatives. The successful candidates will be current tenured members of the COAS faculty at the rank of Associate or Full Professor with proven records of successful performance in the areas of teaching, scholarship, and service with a significant record of scholarly/creative productivity, in addition to demonstrated prior successful administrative experience, such as department chair, including budgetary and personnel management. Specific duties for each position will be determined by the College of Arts and Sciences Dean in collaboration with those selected for these positions. Other duties may be assigned as needed.

#### **Eligibility Requirements**

- Current, tenured faculty member in the College of Arts and Sciences at the rank of Associate or Full Professor is required;
- Successful experience as Department Chair or other significant administrative experience, required;
- Experience evaluating and managing employees (staff and faculty) is required;
- Experience with budgetary management, required;
- Successful candidates will teach one (1) course per semester during the academic year.

A screening committee will be convened to review applications and make a recommendation to the college dean. Appointment will begin no later than August 15, 2020 and could begin earlier.

To apply for this promotional opportunity, please email a letter of application and CV to [rkoopman@una.edu](mailto:rkoopman@una.edu) no later than **Monday, May, 4, 2020 by 4:30 pm**. For questions, please email [rkoopman@una.edu](mailto:rkoopman@una.edu).

COAS Associate Dean Search Committee

Matthew Schoenbachler, Chair

Brian Thompson

Mark Greer

Yaschica Williams

Meghan Merciers

Tera Kirkman

LeeAnna Brown