

POSITION ANNOUNCEMENT

DATE: October 12, 2011

EXTENDED SEARCH

ASSOCIATE DEAN

School of Humanities and Social Sciences

Millersville University invites applications for the position of Associate Dean of the School of Humanities and Social Sciences. Millersville University, founded in 1855, is one of the 14 institutions of the Pennsylvania State System of Higher Education. As a student-centered institution, the University is highly regarded for offering quality instruction and its strong commitment to the principles of client services and diversity. Nationally ranked as one of the top regional public institutions of higher learning by *U.S. News and World Report*, Millersville is also listed among Kiplinger's 100 "best value universities" in the nation. The University has an honored history of providing excellent teacher education, outstanding programs in science and technology, and a strong liberal arts curriculum in the arts, sciences, and humanities. The University enrolls 8,000 undergraduate and graduate students, and employs 615 staff and 350 full-time faculty.

Located in historic Lancaster County, the campus is within three hours drive of numerous cultural and recreational opportunities in the cities of Baltimore, Philadelphia, Washington, New York, the Pocono Mountains and the Atlantic Ocean beaches. Because of its economic diversity, Lancaster County is one of the most prosperous counties in the country. For more information, visit the Millersville University web page at www.millersville.edu.

The largest academic unit within Millersville University, the School of Humanities and Social Sciences consists of 14 departments, four interdisciplinary programs, about 2,500 students and nearly 200 faculty. The School is student-centered and committed to innovative curriculum and pedagogy along with commitments to community based research and engagement and scholarly pursuits appropriate to a regional public comprehensive university. The School demonstrates a commitment to equity and diversity in values and actions.

Reporting directly to the Dean of the School, the Associate Dean is involved in a range of assignments in support of learning outcomes assessment, program accreditation (ACBSP, AACSB, CWSE, NASAD, NASM), implementation of retention initiatives and strategic plans, as well as day-to-day operations of the school. The Associate Dean and Dean work with department/program chairs to develop and implement strategic directions, manage resources, and in faculty, curriculum and resource development, and planning and assessment. The Associate Dean gathers and maintains data needed for planning, reporting, and preparation of university and system reports. The Associate Dean provides academic services to students and works with other divisions and academic units to resolve problems that arise. The Association Dean supports collaboration among interdisciplinary programs, and represents the School and the Dean in the Dean's absence. The Associate Dean assists with writing proposals and grants, assists in fund-raising, and supports the development of relationships with external constituencies.

Millersville University, highly regarded for its instructional quality and strong commitment to diversity, is a student-centered institution and one of 14 institutions of the PA State System of Higher Education. The campus is located in historic Lancaster County within convenient traveling distance to Baltimore, Philadelphia, New York and the Atlantic Ocean beaches. Millersville enrolls approximately 8,700 undergraduate and graduate students and has over 900 full-time employees. Served by approximately 350 full-time faculty, the University offers associate, bachelor and master degrees in a wide range of majors in the arts and sciences, education and other professional fields.

Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Physical Disabilities-Dr. Sherlynn Bessick, Director of Learning Services, Lyle Hall 717-872-3178; Title VI and Title IX-Office of Social Equity & Diversity, Delaware House, 717-872-3787; ADA Coordinator, Office of Human Resources, Dilworth Building, (717) 872-3017.

POSITION ANNOUNCEMENT

EXTENDED SEARCH

ASSOCIATE DEAN School of Humanities and Social Sciences

Required:

- Terminal degree in an academic discipline represented in the School.
- Demonstrated experience teaching at full or senior associate rank and three or more years as department chair or equivalent leadership experience in higher education.
- Experience in:
 - Developing innovative approaches to program planning and curriculum-based learning outcomes
 - Strategic planning and developing new models for program and curriculum development
 - Meeting accreditation guidelines/expectations of one or more of the accredited programs in the school
 - Maximizing faculty resources
 - Managing faculty load through effective scheduling
 - Balancing the needs of programs with the delivery of general education and
 - Effective integration of technology and learning.
- Record of success in:
 - entrepreneurial approaches to program development and support
 - developing collaborative, collegial relationships with multiple and competing constituencies
 - detail-orientation with strong organization, data management and reporting skills
 - developing and implementing retention efforts
 - mediating student problems/complaints
 - identifying problems and implementing effective solutions;
- Demonstrated commitment to:
 - promoting scholarship and faculty professional development
 - equity and diversity
 - shared decision-making.
- Excellent written and verbal communication and successful campus interview.

Preferred: Earned doctorate in Business or Economics or MBA from accredited institution. Experience: with AACSB accreditation expectations/guidelines; building and supporting interdisciplinary programs and initiatives. Track record of effective grant writing and resource development activities. Demonstrated administrative experience in collective bargaining environment. Demonstrated ability to meet multiple and simultaneous demands of large and complex organization

Preferred starting date January 2, 2012; later start date is negotiable. Salary is competitive and dependent upon qualifications and experience. Full consideration given to applications received by **November 3, 2011**. To apply, go to <https://jobs.millersville.edu> and create a staff application. A cover letter, resume; and the names, addresses, and telephone numbers of three professional references will be required.

An Equal Opportunity/Affirmative Action Institution
www.millersville.edu

Millersville University, highly regarded for its instructional quality and strong commitment to diversity, is a student-centered institution and one of 14 institutions of the PA State System of Higher Education. The campus is located in historic Lancaster County within convenient traveling distance to Baltimore, Philadelphia, New York and the Atlantic Ocean beaches. Millersville enrolls approximately 8,700 undergraduate and graduate students and has over 900 full-time employees. Served by approximately 350 full-time faculty, the University offers associate, bachelor and master degrees in a wide range of majors in the arts and sciences, education and other professional fields.

Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Physical Disabilities-Dr. Sherlynn Bessick, Director of Learning Services, Lyle Hall 717-872-3178; Title VI and Title IX-Office of Social Equity & Diversity, Delaware House, 717-872-3787; ADA Coordinator, Office of Human Resources, Dilworth Building, (717) 872-3017.