

## **The University of Tennessee**

### **College of Education, Health, and Human Sciences**

#### **Associate Dean for Academic and Faculty Affairs**

##### **Internal Search**

The College of Education, Health, and Human Sciences seeks a creative and dynamic leader to assume responsibility for the position of Associate Dean for Academic and Faculty Affairs. The Associate Dean will report directly to the Dean of the College of Education, Health, and Human Sciences and serve as a member of the College's Executive Committee and Administrative Council. The successful candidate will be expected to provide guidance and leadership for faculty promotion and tenure and development as well as oversight of and support for academic affairs within the College.

The following are among specific responsibilities that are predominately within the purview of the Associate Dean for Academic and Faculty Affairs. The person in this position provides oversight of undergraduate and graduate academic programs, including such on-going tasks as planning and development of curriculum; maintaining undergraduate and graduate catalogs; and monitoring enrollments. The Associate Dean for Academic and Faculty Affairs represents the College on the Undergraduate and Graduate Councils, the Undergraduate and Graduate Associate Deans meetings, as well as other standing or *ad hoc* College and University committees, such as the Honor's Committee and student affairs as needed. The Associate Dean for Academic and Faculty Affairs oversees college participation in the annual SACSCOC reporting and review process. The person in this position provides guidance and support to departments during processes related to annual performance and retention reviews, works with the CEHHS Faculty Mentor Council in support of tenure-seeking faculty mentoring, and plan new faculty orientations. Additional responsibilities consist of assisting the Dean and other members of the Executive Committee in decisions regarding budget issues, personnel decisions, tenure and promotion deliberations, use of space, departmental Academic Program Reviews, and faculty development. The Associate Dean for Academic and Faculty Affairs promotes and facilitates College strategic priorities as they apply to academic and faculty affairs.

The successful candidate will be appointed one-hundred percent to this twelve-month appointment but will retain tenure in his or her academic unit. As time permits the successful candidate will be encouraged to pursue research, service, and teaching activities.

##### **Required Qualifications:**

Applicants must have a doctorate or terminal degree in their discipline and must hold tenure and the rank of associate or full professor with a minimum of three years experience as a faculty member in the College of Education, Health, and Human Sciences. Applicants must demonstrate an outstanding record of scholarship that includes but is not limited to refereed publications and presentations at regional and national meetings, past or current involvement in the evaluation of faculty for tenure and promotion; demonstrated leadership and administrative skills; and strong interpersonal and communication skills. The Knoxville campus of the University of Tennessee is seeking candidates who have the ability to contribute in meaningful ways to the diversity and intercultural goals of the University.

##### **Desired Qualifications:**

Applicants holding the rank of full professor with experience serving on university-level committees is also desired, including Curricular Review Committees and teams for Academic Program Review. The strongest applicants will have record of receiving peer-reviewed grants to support their scholarly work.

Individuals interested in applying for this position should submit a letter of application, professional vita, and a list of three references with complete addresses, phone numbers and email addresses to Susan Benner, College of Education, Health, and Human Sciences, 337 Claxton Complex, University of Tennessee. Applications may also be submitted electronically to [dbooker@utk.edu](mailto:dbooker@utk.edu). Consideration of applicants will begin September 5, 2017, and will continue until the position is filled.

*All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.*

*Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.*

*In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.*

*Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.*