

Associate Dean, Academic and Student Affairs
University of Kentucky

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Downloaded On: May. 16, 2024 3:59am

Posted Apr. 12, 2024, set to expire May 19, 2024

Job Title Associate Dean, Academic and Student Affairs
Department 8T110:College of Social Work
Institution University of Kentucky
Lexington, Kentucky

Date Posted Apr. 12, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Student Affairs
Academic Affairs
Administration - Academic Unit

Job Website <https://ukjobs.uky.edu/postings/522036>

Apply By Email

Job Description

THE UNIVERSITY OF KENTUCKY, COLLEGE OF SOCIAL WORK (CoSW) is a renowned leader in social work. Our mission is clear: Through rigorous research, excellence in instruction, and steadfast service, the CoSW works to improve the human condition. Always, in all ways. As the state's flagship university, CoSW is committed to actualizing our mission through innovative, accessible academic programming. CoSW is home to Bachelor of Arts in Social Work (traditional and online), Master of Social Work (hybrid and online), Doctorate of Social Work (online), and PhD (traditional) degree programs. In addition to Lexington's main campus, we have a satellite campus at Fort Sam Houston in San Antonio, Texas.

The Associate Dean of Academic and Student Affairs assists the Dean regarding educational programming, curricular issues, and student affairs. They advise the Dean in matters related to policies

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and the BACJ, BSCJ, MSCJ, BASW, MSW, DSW, PhD, and Field Education programs, in consultation with their respective directors.

Reporting Structure

The Associate Dean is a full-time, tenure track faculty member who reports directly to the Dean. The Associate Dean oversees Student Affairs and Administrative Support Offices and has supervisory responsibilities for both faculty and staff members. The Associate Dean works in collaboration with the Dean, Program Directors, Director of Recruitment, Director of Advising, Director of Student Experience, faculty, and students, among others, to carry out the college's mission and goals.

Distribution of Effort (DOE)

The role of Associate Dean is an at-will administrative appointment, which means the appointment is subject to removal of administrative role (but not the faculty appointment) at any time. The Distribution of Effort (DOE) for the Associate Dean varies and is set each year, in partnership with the Office of the Dean.

Primary responsibilities for this position include, but are not limited to:

- Facilitates the integration of the college's overall academic programs, serving an administrative role in the review, development, and revision of curriculum and curricular related policy.
- Collaborates with and coordinates directors related to curriculum, assessment, course scheduling, and assignment of course instructors.
- Oversees and coordinates adjunct faculty appointments in collaboration with program directors. This includes hiring, orientation, ongoing mentoring, and support.
- Oversees assessment, accreditation, and reporting, including, but not limited to:
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Council on Social Work Education (CSWE)
 - Other college assessment and reporting measures
 - Handbooks, catalog updates, academic content for website, etc.
- Coordinates efforts for student recruitment, retention, and scholarships across the BACJ, BSCJ, MSCJ, BASW, MSW, DSW, and PhD programs, in collaboration with program directors.
- Coordinates and encourages faculty professional development related to pedagogy, teaching, and learning
- Represents the college at the university Council of Associate Deans.
- Convenes the college Academic Leadership Council.
- Serves as a member of the college Administrative Team.

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- Serves as an ex officio member of the following college committees:
 - Admissions, Advising and Student Concerns Committee
 - Curriculum Committee
 - Doctoral Committee
 - Strategic Planning and Quality Improvement Committee
- Other assignments as outlined in the DOE (e.g., research, teaching, and service as assigned by the Dean).
- In addition to the administration duties, this position will include

The University of Kentucky offers comprehensive benefits. To find out more information, please visit:
<https://hr.uky.edu/employment/working-uk/our-benefits>

Applicants are requested to submit a curriculum vitae (resume), a letter of interest detailing applicant's goodness of fit for the position (upload as Cover Letter), contact information for at least three professional references (upload as Specific Request #1), and relevant teaching experience (upload as Specific Request #2).

Application reviews will begin right away and continue until the position has been filled.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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