

Associate Dean for Graduate Studies and Faculty Affairs  
North Carolina A & T State University

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Posted Dec. 22, 2020, set to expire Oct. 26, 2021

<b>Job Title</b>	Associate Dean for Graduate Studies and Faculty Affairs
<b>Department</b>	Dean's Office - College of Arts, Humanities, and Social Sciences
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Dec. 22, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Graduate Education Academic Affairs
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**Job Description**

This Associate Dean for Graduate Studies and Faculty Affairs is a 12-month position that concurrently carries the rank of professor or associate professor. The Associate Dean for Graduate Studies and Faculty Affairs will work both collaboratively and independently while reporting to the Dean. She/He will have leadership experience and demonstrated ability to coordinate multiple projects effectively and efficiently. She/He must be able to handle confidential information in the strictest manner, and effectively work with a diverse population of students and faculty. The successful candidate must demonstrate energy, genuine interest, and commitment to improving academic achievement of both faculty and students in the College. The candidate will be expected to teach at least one to two courses per year.

As determined by the Dean, the primary responsibilities for this position include administrative duties

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that support the Dean's Office in its efforts to position the College for successful implementation of its strategic plan as related to academics, research and development success goals and objectives—including assessment/creation of new CAHSS graduate degree programs and certificates; maintaining faculty requirements for teaching, research and service; oversight of College's faculty research endeavors, graduate research efforts, and graduate student development and mentoring initiatives; liaising with the University's Division of Research and Economic Development (DORED) and other state/non-state research agencies to determine viable research RFPs; and assist/guide CAHSS departmental efforts regarding research proposal development, submittal and reporting. In concert with individual CAHSS departmental leadership, the position's additional duties include development of innovative strategies to increase graduate student enrollment and retention, expand faculty/student participation in scholarly research/activity, such as conference presentations, publishing, etc.; and, in conjunction with selected CAHSS Dean's Office personnel, management of financial resources—University, state, government & private—allocated for graduate student programs and research development. Under the direction of the Dean, other duties include administration of the College's standing committees; leading promotion and tenure development workshops; and overseeing faculty development efforts.

Other responsibilities include, but are not limited to, engaging in University/College-wide accreditation and assessment procedures; service to the department, College and University as needed; and conducting scholarly activities and any/all other activities required for tenure and promotion.

### Contact Information

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

### Contact