

Associate Dean, College of Liberal Arts
Kean University

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Downloaded On: Nov. 21, 2024 10:44am

Posted Aug. 13, 2024, set to expire Mar. 27, 2025

Job Title	Associate Dean, College of Liberal Arts
Department	
Institution	Kean University Union, New Jersey
Date Posted	Aug. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Academic Unit
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Dean--College-of-Liberal-Arts_R3035
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
- Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.
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In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.

College of Liberal Arts

Associate Dean

Kean University in Union, New Jersey has grown into a comprehensive, global institution of higher education serving a diverse enrollment of more than 17,000 undergraduate and graduate students worldwide. Kean, New Jersey’s first Urban Research University, creates a world-class, innovative and inclusive society through equity and excellence in teaching, learning, global research, and impactful public engagement.

Kean offers more than 50 undergraduate degrees over a full range of academic subjects, six doctoral degree programs and more than 70 options for graduate study leading to master’s degrees, professional diplomas or certifications. The University is also a higher education innovator within the State of New Jersey, partnering with Ocean County College, in Toms River, New Jersey and Brookdale Community College, in Lincroft, New Jersey, to provide access for students to earn a bachelor’s degree from Kean. The Kean Skylands campus, located in Jefferson Township, New Jersey, is designed to serve as an outdoor living laboratory for field-based scientific study and other classroom and field instruction. Kean also has an additional campus location in Wenzhou, China. Wenzhou-Kean University offers students an immersive Chinese cultural experience, on a fully-English speaking campus, with American academic programs that mirror those Kean offers in New Jersey.

We are excited to invite applications for the *Associate Dean of the College of Liberal Arts*. [The College of Liberal Arts](#) is one of six colleges at Kean’s main campus in Union. The College houses eight departments: English (including ESL); History; Fine Arts; Music; Theatre; Communications, Media and Journalism; Psychology; and Political, Social and Cultural Sciences. Each department houses majors and both disciplinary and multidisciplinary minors, with the majority of departments offering both

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undergraduate and graduate degrees. Graduate degrees offered in the College of Liberal Arts include Masters degrees in Marriage and Family Therapy, Psychology, Forensic Psychology, Holocaust and Genocide Studies, Communication Studies, English Writing, Fine Arts - Studio, Fine Arts - Education, and Human Behavior and Organizational Psychology. The anticipated start date for this position is December 2024 or January 2025, depending on the availability of the successful candidate.

Under the direction of the Dean, the Associate Dean assists in the general administration and daily operations of all academic aspects of the college. In the absence of the Dean, the Associate Dean assumes the role of chief academic officer of the college. Responsibilities include, but are not limited to: operations and college management; accreditation, assessment, compliance and curriculum; course planning, academic services and student success; research and grants management; and other areas as assigned. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: A doctorate degree or appropriate terminal degree and a minimum of four years of progressive experience in a higher education environment, preferably within Academic Affairs, combining academic program oversight and administration or the equivalent as determined by the university is required. Extensive full-time teaching experience is also required.

Candidate must have demonstrated evidence of:

- Innovative leadership in promoting faculty instructional excellence and research/scholarly productivity;
- Management of personnel, budget, resources and curriculum at or above the level of department chair for a minimum of four years;
- Commitment to faculty and student engagement and success;
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Proven ability to work collaboratively with students, faculty, university administrators, alumni and the community;

- A clear strategic vision and ability to manage multiple projects simultaneously;
- Knowledge of and experience with all facets of accreditation compliance and student learning outcomes assessment, including academic program review and continuous improvement plan reporting and plan development;
- Ability to work effectively in a shared governance environment;
- Commitment to diversity and the ability to work collaboratively with a diverse campus community;
- Ability to lead in a fast-paced higher education environment and support effective change management; and,
- Organizational, interpersonal, analytical, time-management and oral and written communication skills.

Preferred qualifications include demonstrated experience with:

- Self-study report preparation and accreditation site visits;
- Mentoring faculty in research, peer-reviewed publications and extensive grant management and grant writing success;
- Working in a collective bargaining unit environment;
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Significant and successful involvement and leadership in college and university committees;

- Creating and managing external partnerships;
- Supporting effective enrollment and retention efforts;
- Innovative and transformative curriculum and program design, inclusive of cross-College/unit collaborations;
- Experience with effective and extensive higher education change management; and,
- Budget management experience; and
- Supporting university fundraising efforts and growing a donor base.

Candidacy review begins immediately and continues until appointment is made. Official transcripts are required prior to the starting date of employment. **Please submit the following application materials to apply for the Associate Dean position:**

- CV, inclusive of academic administrative and faculty appointments, as well as experience and positions pertinent to the Associate Dean position.
- Cover letter responding to the minimum and preferred qualifications with concrete examples.
- A statement (500 words) outlining your leadership philosophy, including concrete examples of effective change management in higher education and ability to work with multiple stakeholders across the campus.
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Contact information for three professional references.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement



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Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

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

Contact

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