

Dean, College of Arts & Sciences
Texas A&M University Kingsville

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Posted Feb. 17, 2025, set to expire Jun. 14, 2025

Job Title	Dean, College of Arts & Sciences
Department	Provost & Vice-President For Academic Affairs
Institution	Texas A&M University Kingsville Kingsville, Texas
Date Posted	Feb. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Financial Planning/Budget Management Academic Affairs Administration - Academic Unit
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Job Description

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Dean, College of Arts & Sciences

Job Title

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Agency

Texas A&M University - Kingsville

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Department

Provost & Vice-President For Academic Affairs

Proposed Minimum Salary

Commensurate

Job Location

Kingsville, Texas

Job Type

Staff

Position Title

Dean, College of Arts and Sciences

Department

Academic Affairs

Job Open and Close Date

February 13 to March 20 (priority application date)

Salary

Commensurate with qualifications and experience

Job Summary

The Dean of the College of Arts and Sciences is responsible for supervising and directing the teaching, research and service missions of the College. The Dean makes decisions or recommendations regarding budget, curricula, degree offerings, faculty and student recruiting, faculty development/tenure and promotion, fundraising, long-range strategic planning, matters of academic quality, promotion of College interests, research planning, and student mentoring.

The Dean oversees a vibrant academic community with thirty-six undergraduate and graduate degree programs that span the visual and performing arts, the sciences and mathematics, and the humanities and social sciences. The College is home to the John E. Conner Museum and over 250 faculty and staff. The College of Arts and Sciences houses seven nationally accredited programs and generates almost 60 percent of all semester credit hours for the university. The College of Arts and Sciences is unique in offering students a broad-based, liberal arts education transmitting a core of knowledge and

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values. It provides general education courses required by all university academic degree programs and specialized courses that lead to employment or post-baccalaureate studies.

Essential Duties and Responsibilities

- Supervises college planning, constructs college budgets, seeks requisite funds, and allocates funds among the departments and research units of the college. Provides effective budget leadership, utilizes physical resources effectively and ensures control and accountability for physical property associated with accounts assigned.
- Ensures completion of and implementation of a strategic and effective plan with established goals for the college; establishes and implements a recruitment and enrollment management plan through faculty and staff involvement that includes measurable annual goals for new students and for retention and graduation of those enrolled.
- Collaborates strategically and effectively with department chairs and unit heads to ensure unit goals complement the college mission and goals.
- Oversees the teaching, research and administrative functions within the college and delegates responsibility to appropriate staff members.
- Provides for structured, faculty led curriculum to include reviews and updates that reflect standards and changes in the discipline; ensures assessment plans are in place including production of annual reports on student learning and program outcomes; ensures on-going program reviews, including supporting of specialized accreditation where appropriate.
- Builds support for the college from a wide variety of constituent groups such as community leaders, alumni, business and industry, political and governmental structures and other influential individuals; is recognized as an effective spokesperson for the college. Identifies and develops philanthropic, public, and constituent support for the college that is consistent with the priorities of the university.
- Oversees faculty recruitment and development including working with department chairs on matters dealing with salary administration, promotion, and tenure. Supervises assigned staff. Manages performance and cultivates a positive work environment; promotes cooperation and effective relationships.
- Coordinates searches for, and recommends appointments of, department chairs and research directors.
- Promotes teaching and research excellence among faculty and submits recommendations for outstanding achievement awards when appropriate.
- Provides accurate, timely responses to requested information and ongoing implementation of strategies to ensure compliance with rules and regulations.
- Builds and expands partnerships with community colleges in South Texas that serve as recruitment hub opportunities for the college.

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- Creates and promotes a college culture of excellence through accountability, quality programming, and visionary leadership.
- Performs other duties as assigned.

Minimum Requirements

- Terminal Degree in a degree offered by the College or closely related field
- Academic leadership and administrative experience at the level of department head, director, associate dean or equivalent.
- A track-record of significant accomplishments in research and teaching at a level sufficient to qualify for appointment to the rank of full professor with tenure in one of the Departments of the College.
- Ability to multitask, prioritize, and work cooperatively with others.
- Demonstrated capacity for leadership.
- Strong interpersonal and communication skills, with the ability to engage effectively with various stakeholders.
- Ability to work with sensitive information and maintain confidentiality.

Preferred Qualifications -- some Suggestions from past dean ads:

- Collaborative leadership style, with holistic approach to working with teams within the College and across the university.
- Enthusiastic and a team builder.
- Strong record of building and supporting faculty teaching, scholarship, and professional development.
- Experience working with industry leaders and community organizations to build effective partnerships. Experience in obtaining external support through contracts, grants, and private gifts
- Familiarity with accreditation requirements
- Advanced technology and social media skills

Location

The University is located in historic Kingsville, a friendly, safe city of 25,000 that is the home of the legendary King Ranch. Corpus Christi (population: ~350,000) and its beaches are just 40 miles to the northeast, and the border with Mexico is 120 miles to the south at Brownsville or 119 miles to the west at Laredo. The region boasts world-class fishing and birding, access to the longest, undeveloped

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barrier island in the world (Padre Island National Seashore), and a friendly, diverse community rich in history and culture.

Application

Qualified applicants should submit (1) a cover letter, (2) a detailed curriculum vita stating education, experience, and qualifications, and (3) a list of five professional references including names, e-mail addresses, and telephone numbers who would be contacted only at the final stages of an interview process.

Prior to issuing a letter of appointment, official transcripts of graduate education must be received directly from each degree-granting institution by the Office of the Provost, Texas A&M University-Kingsville, MSC 102, Kingsville, Texas 78363-8202.

All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the institution's verification of credentials and/or other information required by the institution's procedures, including the completion of the criminal history check.

Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

To apply, visit https://tamus.wd1.myworkdayjobs.com/en-US/TAMUK_External/job/Kingsville-TX/Dean--College-of-Arts---Sciences_R-081529

Texas A&M University-Kingsville is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

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Contact Information



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

Contact

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