

Associate Dean of Graduate Studies and Postdoctoral
Affairs
University of Alabama

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Posted Oct. 8, 2025, set to expire Oct. 7, 2026

Job Title	Associate Dean of Graduate Studies and Postdoctoral Affairs
Department	College of Engineering Dean's Office https://eng.ua.edu/
Institution	University of Alabama Tuscaloosa, Alabama
Date Posted	Oct. 8, 2025
Application Deadline	Open until filled
Position Start Date	Aug. 16, 2026
Job Categories	Associate/Assistant Dean
Academic Field(s)	Graduate Education Administration - Academic Unit
Apply Online Here	https://careers.ua.edu/jobs/associate-dean-of-graduate-studies-and-postdoctoral-affairs-527673-tuscaloosa-alabama-united-states
Apply By Email	
Job Description	

The College of Engineering (CoE: <https://eng.ua.edu/>) at The University of Alabama (UA: <https://ua.edu/>) invites applications for its Associate Dean of Graduate Studies and Postdoctoral Affairs. Reporting to the Dean of the College of Engineering, the Associate Dean is a member of the CoE executive leadership team and also serves on the Dean's Advisory Council (DAC) for the College of Engineering along with other Associate Deans in the College, the Department Heads for all of the departments within the College, and the heads of other major College units. The Associate Dean for Graduate Studies and Postdoctoral Affairs serves at the pleasure of the Dean of the College of Engineering, with

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the position nominally being a 5-year term appointment with the possibility of renewal following review.

Candidates with prestigious achievements, significant impact in their fields, and exceptional national and international reputations will be eligible for consideration for significant endowment support through appointment as an Endowed Shelby Distinguished Professor (<https://provost.ua.edu/the-shelby-endowment-for-distinguished-faculty/>). These Shelby Distinguished Professor positions are one of the highest honors bestowed upon faculty at The University of Alabama, and candidates who feel their record and accomplishments warrant consideration for this additional honor should indicate this in their cover letter.

Minimum Qualifications

- Earned Ph.D. in engineering, computer science, or a closely related field.
- Experience as a tenured faculty member in an engineering, computer science, or related department with 5+ years of graduate teaching and mentoring experience.
- Experience in a College of Engineering or similar academic unit at a research-intensive institution (R1).
- Strong track record as a research active and accomplished scholar who has developed and sustained an extramurally funded research program and who has used that research program as an environment in which to educate and train both graduate students and postdoctoral scholars.
- Strong leadership, interpersonal, and communication skills, with the ability to foster collaboration across diverse groups.
- Proven ability to manage multiple priorities in a fast-paced, dynamic environment.
- Commitment to transparency, accountability, and continuous improvement.
- A collaborative leadership style with the ability to build consensus among faculty, staff, and administration.

Preferred Qualifications

- Credentials and a record commensurate with being appointed as a tenured Professor in one of the seven departments in the UA College of Engineering.
- Administrative experience such as university administrative experience in an R1 university College of Engineering at a departmental, research center, or higher level.
- Experience with graduate program development and management at a departmental level or higher.
- Familiarity with national and international trends in graduate education in engineering and computer science, including online learning and degree programs.

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Instructions and Required Materials for Application

Required application documents include a: (1) cover letter that includes the name of the position and rank for which the candidate is applying, (2) a resume/curriculum vitae, (3) a 5 page or less statement that explains how the experience and qualifications of the candidate make them an excellent choice for the position, and (4) the names and contact information for at least three professional references whom the candidate feels can speak to the qualifications of the individual for the position (references will not be contacted without prior notification and approval by the candidate).

Review of applications will begin immediately. Applications are preferred on or before October 20, 2025 to receive fullest consideration, but the search will continue until the position is filled. A position start date of August 2026 or earlier is expected and is negotiable.

Candidates from under-represented groups are encouraged to apply.

EEO/AA Policy

Prior to hiring, the final candidate(s) must successfully pass a pre-employment background investigation and information obtained from social media and other internet sources. A prior conviction reported as a result of the background investigation DOES NOT automatically disqualify a candidate from consideration for this position. A candidate with a prior conviction or negative behavioral red flags will receive an individualized review of the prior conviction or negative behavioral red flags before a hiring decision is made.

The University of Alabama is an Equal Employment/Equal Educational Opportunity Institution. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability or protected veteran status and will not be discriminated against because of their protected status. Applicants to and employees of this institution are protected under Federal law from discrimination on several bases. Follow the link below to find out more. "EEO is the Law"

<https://www.eeoc.gov/overview>

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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