Assistant Dean of Academic Programs, School of Information (6083U) 61430
University of California, Berkeley

Job Title	Assistant Dean of Academic Programs, School of Information (6083U) 61430
Department	School of Information
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Nov. 9, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Academic Unit
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The School of Information (I School) advances knowledge and practice everywhere humans interact with digital technologies. Through interdisciplinary research and teaching we are committed to expanding access to information and to improving its usability, reliability, and credibility while preserving security and privacy. Our faculty conduct research in human-computer interaction (HCI), security and privacy, applied data science, and technology in developing regions.

We currently have over 1300 graduate students enrolled in three professional master's degree programs and and one academic doctoral program. Our Master of Information Management and Systems (MIMS) program trains students for careers as information professionals and emphasizes project-based learning. Our Master of Information and Data Science (MIDS) program is an online degree designed for working professionals with career goals in the emerging field of data science. The Master of Information and Cybersecurity (MICS), also offered online, offers a holistic approach to cybersecurity and prepares students for professional careers in cybersecurity. Our Ph.D. program equips scholars to develop solutions and shape policies that influence how people seek, use, and

share information.

The Assistant Dean of Academic Programs is responsible, in collaboration with faculty leadership, for overseeing academic planning for the I School's four degree programs: a Master of Information Management and Systems (MIMS), a Master of Information and Data Science (MIDS), a Master of Information and Cybersecurity (MICS), and a Ph.D. in Information Science. The Assistant Dean provides executive-level leadership, advising, and strategic planning for our academic programs, serves as a member of the I School's senior executive management team, and is responsible for promoting academic excellence in the programs as well as fostering a collaborative environment among faculty and staff. Acting under the general direction of the Dean and working through subordinate staff, the Assistant Dean oversees curriculum development, instructor hiring and staffing decisions, and program evaluation. The Assistant Dean also represents the I School degree programs externally to third parties and the public when relevant and serves as a liaison with UC Berkeley campus leadership.

Responsibilities

- In collaboration with faculty, designs and develops major degree program components and oversees execution of the programs. Working through subordinate staff, oversees curriculum development and instructor hiring and staffing decisions. Reviews complex academic personnel situations and provides senior-level mentorship and guidance for instructors. Acts as unit lead for campus reviews of academic programs including 10-year Academic Program Reviews, PDST and SSGPDP fee increase requests, and individual program reviews.
- Oversees curriculum development process. Generates ideas and options for the degree programs for faculty review and decision, and develops and implements instructional programs that reflect faculty interests. In collaboration with the Dean, the faculty, and the programs' stakeholders, set and implement vision and strategies to remain relevant and a leader in the market.
- Assesses effectiveness of the degree programs, and recommends changes to content, policies, and strategic goals accordingly.
- Coordinates varied and competing requirements associated with managing Master and Ph.D. degree programs in a university environment.
- As needed and at the direction of the Dean, may represent the programs to governing boards, outside agencies, and the public. Develops and maintains liaisons with external stakeholders when relevant.
- Develops, implements and adheres to policies regarding intellectual property in addition to negotiating and managing IP agreements and contracts.
- Manages unit's relationship with an external OPM that helps administer the two online degree

programs.
- Contributes to the School's diversity initiatives, developing strategies for the promotion of equity and inclusion in the technology sector as well as internal to the School.
- Professional development, as required.

Required Qualifications

- Academic background and recognized subject matter expertise in an information science discipline.
- Demonstrated expertise with program building within a leading academic institution or similar public, nonprofit, and/or research institution; demonstrated expertise in handling administrative, budgetary, human resources, and financial principles and practices.
- Passion for and expert skills to lead curriculum development and assessment.
- Outstanding oral and written communication skills.
- Expert ability to think creatively and independently on concepts requiring advanced analytical skills.
- Expert interpersonal skills and ability to work with diverse groups to achieve results. Demonstrated track record of operating with integrity.
- Expert ability to work collaboratively with dynamic and diverse group of faculty, staff, and students.
- Leadership experience in academic and / or government agencies or industry research labs.
- PhD or equivalent degree in Information Science or a related field (such as Statistics, Computer Science, Engineering, Political Science, Sociology, Law, Economics, Human-Computer Interaction, or Design).

Preferred Qualifications

- Expert negotiation skills.
- Demonstrated expertise building collaborations between academia, industrial and / or governmental agencies.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range / annual pay scale that the University reasonably expects to pay for this position is $117,000.00 to $198,750.00

The full salary range for this position classification is $117,000.00 to $226,000.00

How to Apply

To apply, please submit your resume and cover letter.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

The application reviews are anticipated to begin in the week of December 6. The position will remain open until filled.

Remote / Telecommuting options are negotiable for this position.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the U.S. Equal Employment Opportunity Commission poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California Discrimination, Harassment, and Affirmative Action in the Workplace policy.

To apply, visit
https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

Contact

N/A
University of California, Berkeley

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