

College of Arts and Sciences

Associate Dean for Student Academic Affairs

Internal Search

The College of Arts and Sciences seeks candidates for the position of Associate Dean for Student Academic Affairs. The appointment will begin on January 4, 2010.

Duties of the position include serving as the front-line academic dean for undergraduate students majoring in the College, and overseeing the implementation of University and College policies related to undergraduate student academic affairs, including, but not limited to, academic advising, academic success, student recruitment, new student orientation, and College-level academic scholarships. The Associate Dean teaches one three-credit course each semester, represents the Dean on various University-wide committees dealing with undergraduate student academic matters, and serves *ex officio* on the College's Student Affairs Committee. The Associate Dean supervises three support staff and one professional staff in the Dean's Office and assists the Dean with other duties as assigned.

Candidates should be prepared to make an initial commitment to serve as Associate Dean through June 30, 2012, with the understanding that the appointment may be extended by mutual agreement between the dean and the associate dean. The twelve-month salary will be determined within the guidelines for ISU's Executive, Administrative, and Professional (EAP) staff. Funding for part-time replacement instruction will be provided to the selected candidate's home department.

Applicants must hold a regular faculty appointment in a department in the College of Arts and Sciences and have received tenure or be eligible for tenure effective with the start of the 2010-2011 academic year. Application materials should document a record of excellence in teaching, research/creativity, and service; a commitment to collegial governance; an appreciation of the breadth of programs in the Arts and Sciences; the ability to work effectively both independently and collaboratively; and excellent oral and written communication skills and excellent interpersonal skills. Experience with academic advising of undergraduate students is highly desirable.

Application materials should include a letter of application, current *vita*, and the names of and contact information for three references. The letter should include a description of the applicant's experience and skills relevant to the duties of the position.

All materials should be sent to the Chairperson, Associate Dean Search Committee, c/o Nancy Hall, College of Arts and Sciences, Stalker Hall 200, by Friday, **November 6, 2009**. Screening of applications will begin immediately thereafter, with interviews and open forums for finalists scheduled before Thanksgiving. The appointment will be made in early December.