

**Associate Dean of the College of Liberal Arts  
Hamline University  
Open to Internal Candidates Only**

The College of Liberal Arts of Hamline University seeks a current tenured member of the CLA faculty who has experience with budget and personnel management, and a record of exceptional committee service, to fill the position of Associate Dean. The position is full-time, operating on a twelve-month contract, and there are no associated teaching duties. The successful candidate will start on July 1, 2013. The position is typically based on a three-year contract, acknowledging that the Associate Dean nonetheless serves at the discretion of the Dean of the College. A detailed description of the responsibilities of the position is included below.

To apply, candidates should submit a vita, and a letter of interest, summarizing your qualifications for the position, to the CLA Dean's office by 5 pm on Wednesday, April 3, 2013. Please submit these documents in a .pdf format electronically to Laurie Schwaab ([lschwaab01@hamline.edu](mailto:lschwaab01@hamline.edu)). Questions regarding the application process can be directed to the Chair of the search committee ([pmartin@hamline.edu](mailto:pmartin@hamline.edu)). The interview and selection process will begin the week of April 8, 2013 and is expected to conclude before the end of April.

**Job Description -Associate Dean, College of Liberal Arts**

**Purpose of Job** – the Associate Dean provides leadership and administrative support for faculty hiring and development, and for the academic programs of the College of Liberal Arts and in some instances the undergraduate student body of the University as a whole, as directed by the Dean of the CLA.

**Major Responsibilities** – see summary below

**Reporting Relationships** – The Associate Dean reports to the Dean of the CLA.

**Basic Requirements:**

- Ph.D. or appropriate terminal degree in an academic field
- Tenured member of the CLA faculty
- Experience with budget management, development and oversight
- Experience with personnel management, development and oversight
- Demonstrated leadership ability
- Ability to work constructively with faculty and students to solve problems

**Areas of Responsibility – Associate Dean**  
(The times devoted to each area are approximate)

**Academic Program Administration and Support (60%)**

### **CLA Academic Policies**

- Work with faculty and Dean to develop and implement academic policies
- Academic Honesty policy
  - Work with faculty and departments to handle violations Academic Honor Code
  - Keep records of reports of academic dishonesty

### **CLA Enrollment Planning/Adjunct Faculty coordination and hiring**

- Work with department and program chairs, registrar and CAS to offer appropriate courses to accommodate expected enrollments
- Monitor course enrollments and demand
- Approval and oversight of adjunct hiring and contracts
- Oversight and tracking of adjunct budget
- Collaborate and coordinate with CTL to reinvigorate new Adjunct orientation and training
- Adjunct office assignments

### **First Year Seminar Program Director**

- Staff FYSem courses
  - Contract, overload, and adjunct faculty
- Set program-wide course requirements
- Coordinate faculty training programs
- Administer program budget
- Update and maintain Blackboard site for FYSem faculty development
- Support Summer Reading Program

### **CLA Summer School Director**

- Recruit faculty for summer courses
- Coordinate course scheduling
- Assist with the promotion of CLA summer school
- Prepare faculty contracts
- Prepare payroll memos
- Monitor summer budget in collaboration with finance office

### **Faculty Performance Reviews**

Provide support to Dean's office regarding faculty performance/merit reviews

### **Handle grade appeals**

- The Dean's Office is the last step in the grade appeal process after appeals have been rejected by the instructor and department chair.

### **Handle student complaints/concerns regarding academic and faculty issues**

### **Handle parent complaints and concerns**

### **Early Alerts Team Member**

- Provides quick intervention for students with academic, social, or health problems
- Follow up on students referred to the early alert system.
- Be sure students are referred to appropriate campus resources
- Attend weekly meeting to review students of concern

### **Retention Committee Member**

#### **Student Academic Progress oversight**

- Send notification to students who are placed on academic probation by SPC
- Review and decide student appeals of academic probation and suspension

### **Faculty Development (10%)**

#### **New Faculty Seminar**

- Organize weekly meetings and activities during the Fall and Spring semesters to provide orientation and training for new full time faculty in the CLA. This year worked with four new faculty members.

### **General College Administrative Support (15%)**

**Serve as ex-officio member of CLA committees**

**Work to improve CLA procedures and services**

**Coordinate class scheduling with SAS and Scheduling offices**

#### **Administrative Cabinet**

- Attend bi-weekly meetings to review, plan, and develop operational issues affecting multiple university units.
- Serve as representative of CLA in the group.

**Serve as CLA representative on the Risk Management Committee**

### **Budget Planning and Financial Oversight (15%)**

**Work with dean on budget planning for CLA Oversight and monitoring of budgets**

- Adjunct faculty budget
- Summer school budget
- FYSem budget
- Handle *ad hoc* requests for funding from faculty and students

**Preparation of budget reports and projections**