

POSITION POSTING

POSITION: Dean of the College of Health Professions
REPORTS TO: Vice President for Academic Affairs
DATE POSTED: August 3, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017367

Summary/Objective: This posting is for a full-time, 12-month, 40+ hours per week, exempt position. This position provides leadership in the implementation of academic programs in the College of Health Professions; promoting good teaching, scholarship, and faculty development in core and specialty academic areas; fostering effective approaches for recruiting, retention, and enrollment management among current and prospective programs; working with other deans and academic support directors to ensure the quality and financial performance of academic programs across the University; enhancing relationships with the regional schools and other external stakeholders.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work with program directors to delineate and refine mission statements, overarching strategic plan, and assessable long-term goals for individual programs and the COHP as a whole
2. Facilitate unified recruiting and promotional efforts on behalf of all COHP academic programs
3. Represent the COHP at meetings with professional societies, government agencies, business organizations, and community and University groups; and convey information to directors and faculty
4. Coordinate the development of curricula, both degree and non-degree, for all academic areas within the college and for cooperative offerings with other UF colleges and other institutions
5. Organize and assist with curricular, developmental, and programmatic grant-writing
6. Encourage the integration of technology into all areas of teaching and learning and progressively expand online delivery options
7. Work with program directors to coordinate course scheduling, teaching assignments, and facilities / equipment usage, as well as the utilization of administrative staff, student and graduate assistants, and interns
8. Coordinate and supervise the hiring of full-time faculty within the college under the direction of the Vice President for Academic Affairs and Dean of the Faculty
9. Support program directors in the supervision, hiring, monitoring, and evaluation of part-time instructors within academic programs
10. Complete all required budget projections and supervise expenditures according to yearly budgetary guidelines
11. Work with area program directors to evaluate full and part-time faculty performance in accordance with institutional policies and procedures
12. Encourage and support individual faculty research, publication, and development
13. Coordinate assessment and accreditation activities in COHP programs
14. Ensure appropriate advising and internship/placement efforts are allocated within each program
15. Mediate student and faculty complaints and direct formal grievances to appropriate offices or committees as needed
16. Chair regular COHP meetings and program director meetings, and make committee assignments as needed
17. Represent the COHP at Faculty Senate, Graduate Council, and other meetings as required
18. Serve on the Dean's Council and other academic and administrative groupings at the direction of the President and Vice-President for Academic Affairs

19. Assume other duties in consultation with and as assigned by the Vice President for Academic Affairs
20. Perform all other duties deemed appropriate for the position.

Required Education and Experience:

1. A leadership style characterized by personal integrity, open communication and collegiality, and sound, transparent decision-making;
2. Possession of a doctoral degree or other relevant doctoral qualifications in a discipline represented within the College of Health Professions is preferred;
3. At least three years of administrative experience, including operational planning, budget and resource management, management of direct reports, a record of appropriate delegation skills and effective conflict management;
4. A distinguished record of achievement as a teacher and scholar;
5. Ability to build relationships and work across disciplinary and college boundaries;
6. A commitment to student success as well as faculty and staff development;
7. Demonstrated experience developing and supervising undergraduate and graduate curricula, online teaching, and partnerships with other institutions and community members;
8. Demonstrated experience in grant development and acquisition;
9. Commitment to affirmative action and cultural diversity;
10. Knowledge of trends and issues in higher education, including program development, assessment and accreditation;
11. A commitment to a balance of science and practice within the curriculum;
12. A record of professional advocacy and a current and practical knowledge of trends and issues within the profession and healthcare; and
13. A willingness to be a good will ambassador for the College of Health Professions throughout the College, University and alumnae

Competencies:

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Flexibility.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel:

Some evening and weekend work, and overnight travel are expectations of this position.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017367 until the position is filled. Send a letter of application, a current CV, a statement of leadership philosophy, three letters of support, and an Administrative Employment to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.