

THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY



SEARCH PROFILE FOR:

DEAN OF THE KANIA SCHOOL OF MANAGEMENT

**DEAN OF THE PANUSKA
COLLEGE OF PROFESSIONAL STUDIES**

DEAN OF THE WEINBERG MEMORIAL LIBRARY

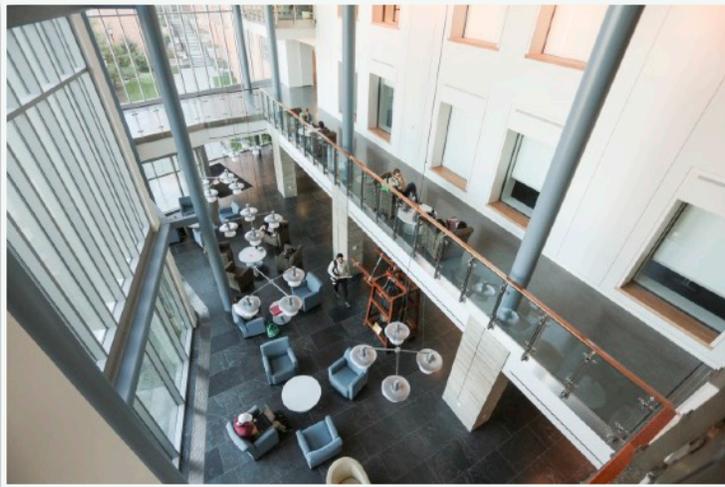
THE UNIVERSITY OF SCRANTON

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The University is deeply committed to its compelling mission rooted in the Jesuit tenet of *cura personalis*, individual attention to the students, and respect for the uniqueness of each member of the University community. The University of Scranton offers students a highly personalized education; is an exceptionally strong and devoted community; and is supported by a generous and motivated Board of Trustees. Founded in 1888 and elevated to university status in 1938, The University of Scranton is a community of faculty, staff, students, alumni, and friends who are animated by the centuries-old tradition of Catholic and Jesuit education. At Scranton, faculty and staff offer students a rich and personalized approach to education in the context of a dynamic university that prepares students to be agents of change in their communities and the world.



The University community includes roughly 5,000 undergraduate, adult, part-time and graduate students; 272 full-time faculty, and 600 full-time staff. The campus is home to three colleges – the College of Arts and Sciences, the Kania School of Management, and the Panuska College of Professional Studies – and awards the bachelor’s degree; the master’s degree; and four doctoral degrees (business administration, nursing practice, occupational therapy and physical therapy).



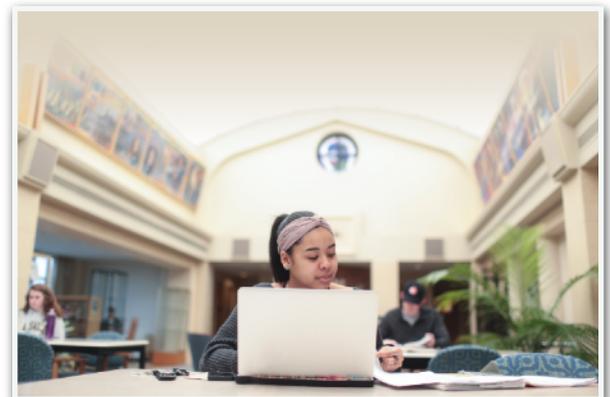
Mission

The University is a Catholic and Jesuit University animated by the spiritual vision and the tradition of excellence characteristic of the Society of Jesus and those who share in its way of proceeding. All candidates must indicate how they would help communicate and support the Catholic and Jesuit identity and mission of the University. The University’s mission statement and a description of the history and concepts of the Ignatian teaching philosophy may be found at

<https://www.scranton.edu/about/jesuit-tradition/index.shtml>.

Diversity and Inclusion

The University of Scranton embraces diversity and inclusion through its mission, Jesuit identity, strategic plans, community outreach programs, and numerous diversity programs. The University of Scranton is an Equal Opportunity employer and actively solicits applications from diverse candidates. Please visit our website <https://www.scranton.edu/equity-diversity/index.shtml> for our full non-discrimination statement.





THE ARTHUR J. KANIA SCHOOL OF MANAGEMENT

The Kania School of Management has been accredited by the Association to Advance Collegiate Schools of Business (AACSB International), the foremost accrediting body for business schools. The Kania School at the University of Scranton offers highly innovative business programs enriched with the latest technological applications and sharply focused on educating the whole person for a lifetime of success. The nationally recognized Kania School of Management (KSOM) excels at supplying the tools you need to succeed in the increasingly global and technological world of business. There are ten programs of study within the school, three of which are ranked in the top 25 in the nation by U.S. News & World Report. Each is firmly grounded in the real world of business and organizational leadership and prepares the student for a career in business or for graduate study.

Mission

The mission of the Arthur J. Kania School of Management is to provide a Jesuit-inspired business education within a culture of excellence that prepares women and men for success. <https://www.scranton.edu/academics/ksom/Mission%20.shtml>



Vision Statement

The Kania School will be a top-tier, doctorate-level business school that attracts students from across the globe and transforms them into responsible business leaders in the Jesuit tradition. It will be the major academic resource for business and economic development in Northeastern Pennsylvania.

The Dean of Kania School of Management (KSOM)

Reporting to the Provost, the Dean of Kania School of Management (KSOM) is the principal administrator of the School of Management and is responsible for the operation of the School. The Dean will advance the mission of the Kania School of Management (KSOM) and of The University of Scranton.

Minimum Education Requirements:

- Doctorate in a business field
- Eligible for rank of Associate or Full Professor in one of the departments of SOM

Essential Duties Include:

- Responsible for program planning, development and budgeting
- Supervises the implementation of academic programs
- Supervises the periodic review and evaluation of programs
- Supervises new course development
- Reviews and approves new course offerings
- Establishes appropriate academic standards
- Establishes the need for new faculty
- Responsible for faculty recruitment and orientation
- Facilitates faculty development and evaluation
- Develops recommendations concerning status, rank and tenure
- Responsible for establishing and monitoring faculty workload
- Supervises student advising
- Supervises the monitoring of students' academic status
- Where appropriate, facilitates student placement
- Revises the school's strategic plan annually
- Is the budget administrator for all departments in the school
- Supervises the staff of the Dean's office
- Oversees the work of departmental chairpersons of the school
- Oversees the work of the MBA Director and Hanley coordinator
- Coordinates appropriately with deans of the other colleges
- Chairs the Dean's Conference of the school
- Chairs or serves on committees as appointed by the Provost or President
- Represents the college to external constituencies
- Develops and maintains relationships with the business community
- Maintains a Business Advisory Council
- Involved with fundraising for projects and programs
- Responsible for maintaining MCSB accreditation
- Supervises Center for Economic Education
- Supervises Small Business Institute
- Supervises Business Leadership Program
- Performs other duties assigned by the Provost
- Administrative experience at the level of department chairperson or above
- Established record of research productivity





The J. A. Panuska, S.J., College of Professional Studies

The J. A. Panuska College of Professional Studies prepares students in a wide range of professions. The College has been designed with the conviction that all disciplines should be taught and understood through a balance of theory and practice. Panuska College students receive exemplary preparation for the profession of their choice and a solid education in the liberal arts and sciences. Enhancement and extension of the Ignatian mission through service learning and dedication to being “women and men for others” is a large part of the Panuska College academic programs. These programs are committed to service learning through theory and practice and reflection through action.

Mission:

The Panuska College of Professional Studies upholds the highest academic standards in preparing undergraduate and graduate students for successful professional careers in allied health and education. For the full Mission of the Panuska College of Professional Studies can be found here - <https://www.scranton.edu/academics/pcps/about/Mission.shtml>



Dean of the Panuska College of Professional Studies

Reporting to the Provost/Vice President for Academic Affairs, the Dean of Professional Studies is the principal administrator of the College and is responsible for the operation of the College.

Minimum Education Requirements:

- A doctoral degree in one of the disciplines offered in College
- Senior-level administrative experience at the college level
- Prior teaching experience in one of the disciplines of the college
- Knowledge of the management of academic affairs and the policy that guides such practice

Essential Duties Include:

- Responsible for program planning, development, and budgeting
- Supervises the planning and implementation of academic programs, including the evaluation of current programs and the development of new programs
- Reviews and approves course offerings each semester
- Establishes and maintains appropriate academic standards
- Oversees the College's student service activities (student advising, academic status of students, application of curricular requirements to individual students, review and adjudication of student grievances)
- Establishes the need for new faculty
- Oversees, with academic departments, faculty recruitment and orientation
- Facilitates faculty development and evaluation
- Makes recommendations concerning status, rank and tenure of faculty
- Responsible for establishing and monitoring faculty workload
- Responsible for annual revisions of the College's strategic plan
- Approves budget requests for all departments and serves as the budget administrator for all departments in the College
- Responsible for the general overview of the College's Service Learning program
- Supervises the staff and administers in the Dean's office
- Oversees the work of the departmental chairpersons of the College
- Coordinates appropriately with the other colleges of the University on issues of policy, curriculum, planning, etc.
- Chairs the Dean's Conference of the College
- Chairs or serves ex officio on committees as delegated by the Provost or President
- Represents the College to external constituents
- Supervises the development and maintenance of external certifications and accreditations
- Is appropriately involved in securing external funding for the College
- Performs such other duties as may be designated by the Provost
- Strong interpersonal and communication skills
- The ability to serve in a leadership capacity



THE HARRY & JEANETTE WEINBERG MEMORIAL LIBRARY

Vision

The Weinberg Memorial Library endeavors to be the heart of the University's intellectual and social life by cultivating knowledge, diversity, innovation, and collaboration.

Mission

The Weinberg Memorial Library provides superior resources, services, and programs that meet the dynamic and diverse scholarly, cultural, and social needs of the University and our community. We value teaching, research, and lifelong learning, and we are committed to intellectual freedom, preservation, accessibility, and sustainability.

Dean of the Weinberg Memorial Library

The Dean of the Library provides leadership and strategic direction for all aspects of library services to the University, contributing to the Library's campus-wide focus on transformative teaching and learning in the Ignatian tradition. The Dean oversees the Weinberg Memorial Library (WML) and plays a creative role in fostering a climate conducive to supporting the teaching, learning, and scholarship of students, faculty, and staff. The Dean reports to the Provost and serves as a member of the Deans' Leadership Council, Provost's Advisory Council, Provost's Committee on Academic Policy and Compliance, Faculty Personnel Committee, and Faculty Handbook Committee. The Dean of the Library also has supervisory responsibility for all faculty and staff in the Weinberg Memorial Library.

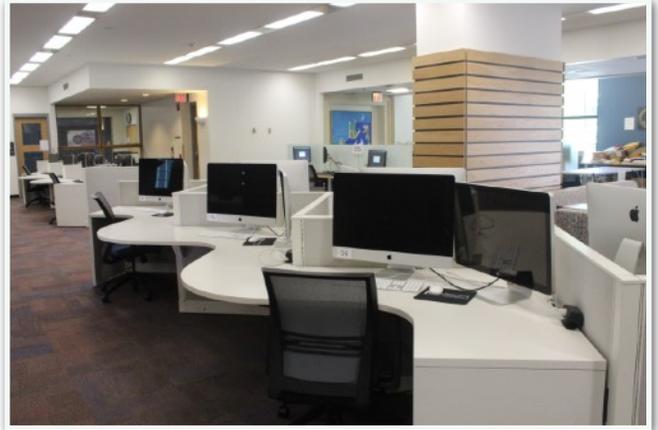
Essential Duties Include:

- Administers all units of the Weinberg Memorial Library.
- Serves as chief advocate and spokesperson for the academic support provided by the Library.
- Leads the design, implementation, marketing, and assessment of Library policies, services and programs.
- Collaborates and regularly consults with faculty and staff to develop library collections, programs, and services.
- Has primary responsibility for strategic planning, annual report submission, accreditation and program review, supervision and mentorship of the Library faculty and staff, and professional development.
- Makes appointment, reappointment, and rank and tenure recommendations on matters of faculty status for the Library faculty.
- Manages the financial activities of the Library including the development and monitoring of the annual operating budgets and the strategic and effective allocation of resources.
- Distributes various Library development funds, grants, prizes, etc.



THE UNIVERSITY OF SCRANTON

- Oversees the ongoing maintenance and assessment of the University-wide Information Literacy program.
- Coordinates the Library's information technology planning with the University's Chief Information Officer.
- Coordinates timely Library communications with the University community.
- Leads fundraising for the Library, including supporting the Friends of the Library organization and serving as the Library's liaison to University Advancement.
- Coordinates the annual Jay Nathan, Ph.D., Visiting Scholar Lecture Series with University Advancement, as well as any additional educational events sponsored by the Library.
- Serves on University committees and as an ex-officio member of the Library Advisory Committee. Receives advice and counsel as appropriate.
- Participates in professional organizations and networks with national groups and individuals in the fields of libraries and faculty and student enrichment. Represents the University at the annual AJCU Library Deans Conference.



Minimum Education Requirements:

American Library Association (ALA) accredited Master's degree and a second Master's or Doctoral degree required.

Minimum Job Experience Requirements:

Minimum of eight years of progressively responsible and administrative/leadership experience in an academic library.

Preferred Qualifications:

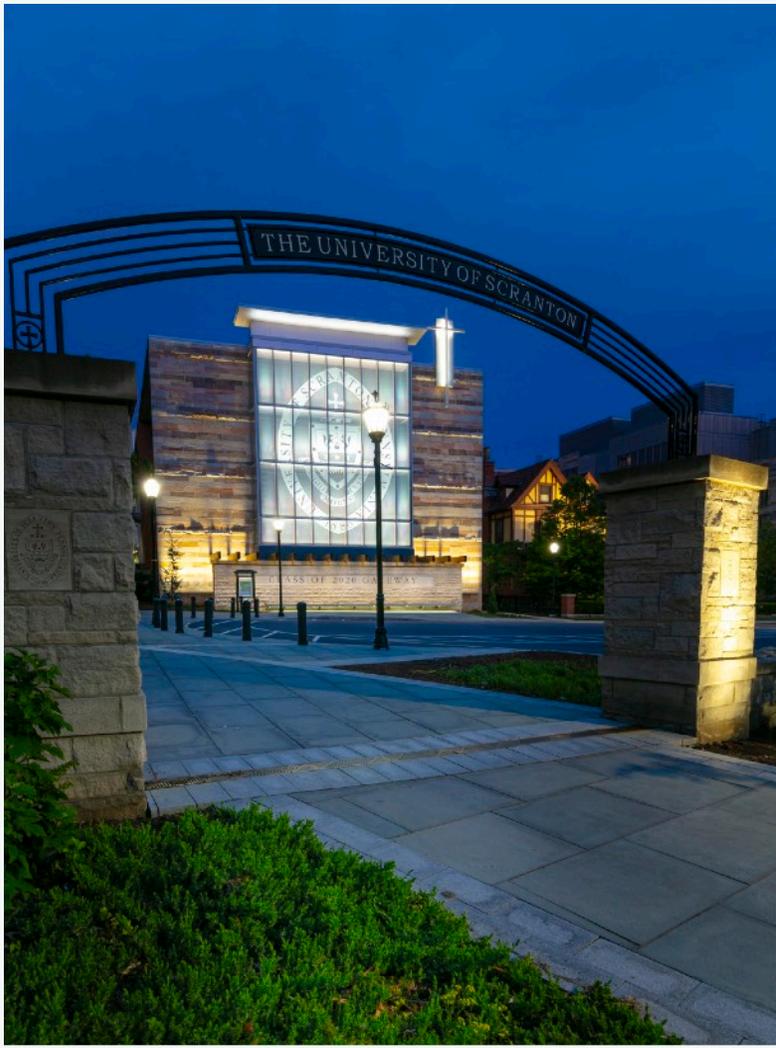
Experience working in a collective bargaining/unionized faculty environment.



Additional Skills Required:

- Respect, support and contribute to the University's Catholic and Jesuit mission.
- Ready to lead and support University diversity and inclusion efforts, ensuring that the Library is welcoming, respectful of freedom of expression and dedicated to social justice, equity, and a culture of belonging.
- Commitment to excellence in libraries and to excellence in academic support.
- Ability and experience in management, strategic planning, budgeting, and collaborative leadership to guide an accomplished faculty and staff.
- Demonstrated experience and success in fundraising.
- Excellent organizational skills and excellent oral and written communication skills.
- Ability to think creatively and to demonstrate creative problem solving.
- A vision to identify and develop state-of-the-art information technologies and integrate these with traditional library collections and services and with academic support services.
- Knowledge of current issues in academic libraries, in teaching and learning, and in digital and special collections.
- Professional commitment to a user-focused service orientation.
- A record of scholarly or other appropriate professional activity.
- Ability to create a supportive and nurturing learning environment to ensure student success and retention.
- Commitment to shared governance, embracing and supporting faculty status for librarians.





APPLICATION PROCESS

The University of Scranton is being assisted by the partners
of Hyatt-Fennell

Hyatt • Fennell
Executive Search

Please specify position in subject line

Applications and nominations should be submitted
electronically to:

Scranton@hyatt-fennell.com

Applications include a cover letter, current CV or
resume and contact information for five
professional references

Nominations should include name of nominee and
current contact information

For additional information contact
Cheryl Hyatt – chyatt@hyatt-fennell.com

or

Jack Calareso – jcalareso@hyatt-fennell.com

All applications and nominations are considered
highly confidential.



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The University of Scranton is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.