



## Assumption University

### *Dean of the D'Amour College of Liberal Arts and Sciences*



**Assumption University** ([www.assumption.edu](http://www.assumption.edu)) seeks nominations and applications for the position of Dean of the D'Amour College of Liberal Arts and Sciences. The Dean of the D'Amour College of Liberal Arts and Sciences is the intellectual and administrative leader of that College. The Dean reports to the Provost and serves, together with the Deans of Business, Graduate and Professional Studies, Nursing, and Physician Assistant Studies and Health Professions, as a member of the Deans' Council.

The Dean is responsible for:

- embedding, communicating, and promoting the mission of Assumption University within and throughout the College of Liberal Arts and Sciences;
- establishing, sharing, and implementing a vision for the College;
- promoting academic excellence in teaching, research, scholarship, and throughout the curriculum and for all academic programs within the College;
- leading collaboratively always prioritizing the education, advancement, and welfare of students; and
- creating and sustaining a positive and inclusive work environment for faculty, staff, and administrators within the College.

Assumption University, located in Worcester, MA, is a comprehensive, Catholic liberal arts institution sponsored by the Augustinians of the Assumption. *"We awaken in students a sense of wonder, discovery, and purpose, forming graduates known for their intellectual seriousness, thoughtful citizenship, and devotion to the common good."* Assumption's curricular and co-curricular programs provide students with an education that shapes their souls, forms them intellectually, and prepares them for meaningful careers. The University is a diverse community that welcomes different points of view and embraces all who share their mission. Enlivened by the Catholic affirmation of the harmony of faith and reason and by the pursuit of the truth in the company of friends, an Assumption education transforms the minds and hearts of students.



## **ROLE OF THE DEAN**

### **Vision/Leadership**

In company with a dedicated group of faculty, engaged in outstanding scholarship and practice that aligns with Assumption University's mission, and staff, students, and alumni, the Dean will play an integral role in helping Assumption University build upon its distinctive strengths, enhance its academic excellence, and secure its position as a comprehensive institution of higher education.

Specific duties of the Dean of the D'Amour College of Liberal Arts and Sciences include:

- Providing visionary leadership for the D'Amour College of Liberal Arts and Sciences in line with the mission and vision of the University;
- Serving as a spokesperson and advocate for the D'Amour College of Liberal Arts and Sciences to the senior administration;
- Fostering a culture of academic excellence, collaboration, and commitment to continuous improvement;
- Leading diversity initiatives in the D'Amour College of Liberal Arts and Sciences in the areas of hiring and inclusion; and
- Collaborating with Institutional Advancement to cultivate new and existing funding sources for the College.

Specific duties in this area include:

### **Faculty**

The Dean oversees all faculty within the D'Amour College of Liberal Arts and Sciences and provides energetic and collaborative leadership to forge new initiatives and unify the academic community to address College and institutional challenges. The Dean fosters the conditions necessary for faculty to engage in exceptional teaching and research.

### **Faculty Hiring**

- Works with Department Chairs and the Provost to request new faculty positions
- Authorizes all searches, upon approval by the senior administration, and appoints search committees for all full-time faculty within the College including tenure track, professors of practice, and contingent faculty

### **Faculty Evaluation**

- Makes recommendations to the Evaluation Committee on all matters relating to the appointment, evaluation, tenure and promotion of faculty
- Consults with department Chairs and faculty members about concerns in faculty course evaluations
- Conducts scheduled reviews for all Professors of Practice and Program Directors as stipulated in contracts and the Faculty Policy Document

### **Faculty Development**

- Provides support for faculty research projects and efforts to improve or enhance teaching and learning
- Facilitates scholarly and service activities for faculty within the College

### **Support**

- Supports faculty in research and teaching and encourages faculty/student research collaboration
- Addresses faculty or staff issues referred to the Dean by a departmental Chair



### **Curricula and Program Management**

The Dean promotes an environment where student achievement flourishes, faculty commit enthusiastically to teaching and scholarship, and the College as a whole is a model of productive, inclusive and collegial esprit. In overseeing the administration of the programs and courses within the College, the Dean will promote the highest quality in the academic curriculum, encourage curricular development, and maintain accreditation.

Specific duties include:

- Providing rigorous and exemplary academic programs within the University and works with the other Deans to create inter-disciplinary and cross-School programs to serve the needs of undergraduate and graduate students at Assumption
- Delivering the Core Curriculum of the institution within the College
- Approving instructional estimates and monitors enrollments for all departments in the College
- Overseeing the administration of all programs and courses in the College including oversight of department course schedules
- Monitoring teaching loads
- Leading program and curriculum development initiatives
- Chairing Academic Council Meetings in the College



### **Program Assessment**

- Leading Assessment efforts for the College and monitoring program effectiveness including annual End of Year Reports, 3-year Assessment Reports, and 7-year Program Reviews for each Department within the College

### **Achieves Operational Excellence**

- Collaborating with other Deans and the Provost on matters common to the institution
- Representing the College on the Deans' Council
- Developing and maintaining partnerships with other institutions and organizations (articulation agreements, clinical placements, employers, internships, etc.)

### **Fiscal Management**

The Dean collaborates with the Vice President for Finance and Administration and the Vice President for Institutional Advancement to enhance the financial base of the institution. Specific duties include:

- Developing, managing, and annually revising the College's budget
- Working with Institutional Advancement to develop external funding sources including gifts, grants, and contracts
- Working to diversify the College's sources of revenue and funding

### **Student Experience**

The Dean works collaboratively with key partners in Mission, Student Affairs, Institutional Advancement, Enrollment Management, and Student Success to create an exceptional environment for student recruitment, retention and success. The Dean identifies and develops opportunities to enrich the educational experience for all students and prioritizes student achievement in all decisions. The Dean encourages the creation of a culture of mentoring and advising.

### **Other Duties**

- Directing activity of the D'Amour College of Liberal Arts and Sciences administrative and other staff
- Other duties as assigned by the Provost

### **QUALIFICATIONS:**

- Must be willing to contribute actively to the mission of the University as well as show respect for the Catholic and Assumptionist identity of Assumption University
- An earned doctorate (or terminal degree)
- A track record of innovative, energetic, and collaborative leadership
- Commitment to academic excellence
- Superb management, planning, and financial skills
- Excellent oral and written communication skills
- Outstanding listening skills
- Demonstrated commitment to diversity, inclusion, and equity, across students, faculty, and staff

## 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sitting, standing, walking, and bending are required of this position. Use of a computer keyboard and computer screen for periods of time with close vision and the ability to adjust visual focus plus manual dexterity are required.



The mental demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Examples of mental demands include reading (documents), detailed work, confidentiality, language, math, reasoning, oral communications, written communications, customer contact, multiple concurrent tasks, constant interruptions, and performing calculations when necessary.

Assumption University is being assisted by the partners of **Hyatt-Fennell**. Nominations and application materials should be submitted to [assumption@Hyatt-Fennell.com](mailto:assumption@hyatt-fennell.com). Applications include a letter of interest, current curriculum vitae, and contact information for five professional references. All applications and nominations will be considered highly confidential. Applications will be reviewed as they are received.

*Assumption University is an Equal Opportunity Employer. Assumption favors diversity, ecumenically welcomes all who share its goals, and strongly encourages applicants from underrepresented racial minorities to apply.*

### For more information:

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