



ABOUT  
**Elmhurst University**

Elmhurst University is a private, four-year institution affiliated with the United Church of Christ. Elmhurst combines the close-knit learning environment of a small school with the endless opportunities of a world-class city. Located in a beautiful suburb outside of Chicago, the University offers everything the students need to reach their full potential.

Founded in 1871 Elmhurst University attracts students from across the nation and around the world. Small class sizes allow students to work closely with faculty members who are accomplished scholars, professionals, and dedicated teachers.

On July 1, 2020, the school officially changed its name from Elmhurst College to Elmhurst University. The change more accurately reflects Elmhurst's current educational profile as a comprehensive higher education institution offering undergraduate and graduate programs in the liberal arts and applied sciences, while anticipating opportunities for new programs and partnerships. Throughout the 2021-2022 academic year, the University celebrated the 150th anniversary of its founding with exclusive looks back into the history with special events and more. The University boasts an enrollment of almost 3,500 students with an average class size of 18 students. (<https://www.elmhurst.edu/about/facts-figures/>)

Elmhurst University is one of the best in the Midwest, according to U.S. News & World Report, and Money and Forbes magazines, consistently ranking as one of the Midwest's best values in higher education, along with recognition for the University's efforts toward social mobility and innovation.

As part of its continuing efforts to build a more equitable and inclusive community, the University recently achieved designation as a Hispanic-Serving Institution (HSI), which opens the door to new opportunities to provide the Hispanic and Latino/a students with a successful Elmhurst experience. This in turn will benefit students, families, and the University community as a whole.

**Mission**

*Elmhurst University inspires intellectual and personal growth in its students, preparing them for meaningful and ethical contributions to a diverse, global society.*

**Vision**

*Elmhurst University aspires to be a national leader in undergraduate and graduate education, recognized for the success of its students and alumni, innovative faculty and staff, and the local, national, and international partnerships.*



*Elmhurst University* ([www.elmhurst.edu](http://www.elmhurst.edu)) seeks nominations and applications for the position of  
***Dean of the School of Education***

### ***Mission Statement***

The School of Education at Elmhurst University prepares innovative and responsive professionals to uphold diversity, equity, and social justice through engagement in transformative education.

Advocacy - Anti-racism - Collaboration - Reflection



Elmhurst University launched a new academic structure in July 2022. The Dean of the School of Education will have the opportunity to craft a vision and strategic priorities to shape the next phase of the newly formed School. The Dean will also contribute actively to academic affairs as a whole as a member of the Academic Leadership Team.

The candidate's experience will align with the School of Education's mission. The Dean should be someone who represents the teacher licensure programs but also advances the School by serving on state-wide councils and committees, provides innovative ideas for federal and state grants, brings ideas for new licensure program development, seeks opportunities for new partnerships, and for advancement in initiatives and student scholarships. The Dean would be expected to be actively promoting programs in the School of Education at statewide partnership meetings, local institutions such as community colleges, PK-12 school districts and organizations with PK-22 programs. The School of Education encourages diverse applicants to apply.



## **Majors in the School of Education:**

ELA (5-8)

Elementary

English (9-12)

Early Childhood

Math (5-12)

Med Teacher Leader

MSEd Special Ed

Music

Physical Education

Science (9-12)

Soc Sci (5-12)

Special Education

Theatre (9-12)

World Language

## **Students in the School of Education:**

### Undergraduate (342)

Education - 74

Elementary Teacher Education - 54

Educating Young Children - 22

Music Education - 54

Middle Grade English Education - 3

Middle Grade Math Education - 3

Physical Education - 43

Secondary Science Education - 4

Secondary Education - 8

Secondary Language Arts Education - 16

Secondary Math Education - 9

Special Education - 18

Social Science Education - 14

Theatre Arts Education - 11

World Language Education - 9

### Graduate (44)

Masters in Early Childhood Special Education - 28

Masters in Teacher Leadership - 16

### Endorsements (30 - the M.Ed. program students are captured above)

11 ESL endorsement, plus 6 ESL in the M.Ed

11 LBS1 endorsement

8 teacher leader endorsement, plus 16 in the M.Ed



## **Responsibilities of the Dean of the School of Education:**

### **School Leadership, Strategic Planning, & Advocacy**

- Lead, implement, and evaluate strategic planning for the School of Education
- Develop and lead partnerships and serve as liaison with school districts, superintendents, schools principals, including partnerships for high school to college teacher bridge programs
- Serve as the University representative for the Illinois State Board of Education, US Department of Education, and other governmental agencies (e.g., Regional Offices of Education)
- Lead and enhance partnerships with community colleges
- Lead marketing and recruitment strategies to increase a diverse pool of teacher candidates, graduate students, faculty, and staff
- Serve on and attend meetings for state councils, committees and conferences (ISBE sub-committee, IACTE/AACTE, IATE/ATE, etc.)
- Disseminate information on grant opportunities and RFPs, and lead internal grant administration and Innovation proposals
- Support the development of initiatives for new licensure/endorsement programs and curriculum development by School Faculty
- Provide mentorship, advocacy, and resources for Faculty scholarship and promote faculty scholarship within and outside the School
- Lead accreditation duties for all licensure programs/endorsement programs with the Illinois State Board of Education, which include Communication Sciences & Disorders and Music Education, and Higher Learning Commission requirements
- Lead School of Education curricular and assessment plans for accreditation with the Higher Learning Commission, including overseeing the School's participation in the university's general education program
- Serve as an active member of the Academic Affairs Academic Leadership Team
- Lead donor initiatives and alumni events to garner support for the School of Education

### **Internal School Management**

- Chair School of Education leadership meetings and faculty meetings
- Supervise Licensure Officer, Administrative Assistants, Director of Admissions, and Director of Field Experiences
- Coordinate and supervise searches for new staff hires
- Oversee all School of Education budgets, including grants and liaising with other schools and departments that house licensure coursework so that budgetary needs align/co-exist (paying supervisors, licensing candidates, doing reports, etc.)
- Implement the School of Education's Policies and Procedures and Student Teaching Handbook, and handbooks for supervisors and mentor teachers
- Oversee the coordination of School of Education course schedules, staffing, course catalog, website, and admissions
- Coordinate internal approvals of curricular proposals, university approval of proposals, and updates with Illinois State Board of Education
- Manage internal School faculty and student grievances
- Chair Teacher Education Committee and Performance Review meetings
- Plan and chair the annual Education Advisory Committee and meeting/s with local school district leaders
- Coordinate advising and recruitment events for the School
- Organize School-specific awards and honors
- Advocate for the School on the Academic Leadership Team



## **Faculty Development**

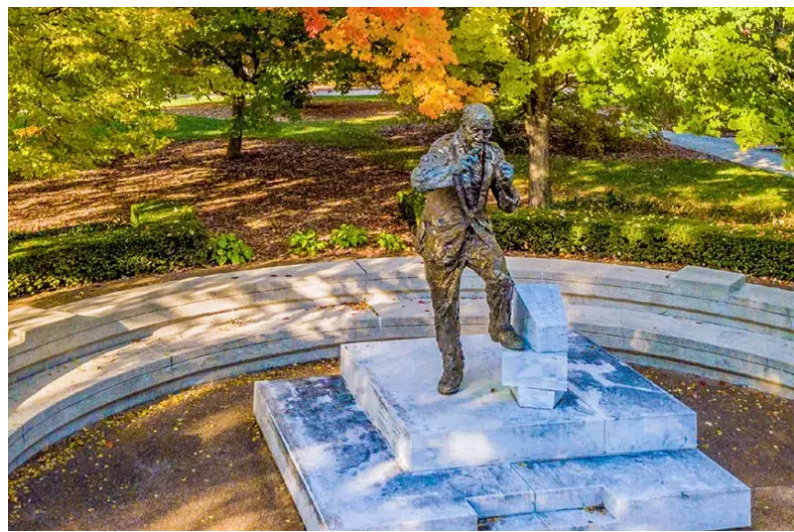
- Advocate for faculty lines, faculty rank, and resources for scholarship, teaching, and service
- Coordinate annual faculty reviews, mid-probationary review, and formal processes for faculty tenure and promotion and sabbaticals
- Initiate and ensure the processes needed for requests for full-time faculty lines, visiting lines, and all faculty searches
- Maintain a Faculty Staffing Plan
- Review annual faculty activity reports and provide feedback and support for teaching, scholarship, and service
- Lead faculty development for full-time faculty, adjunct faculty, and clinical supervision
- Secure resources for innovations in college teaching and supervision of teacher candidates in clinical work

## **Qualifications:**

- A professional record that reflects successful collaborative and transformational leadership knowledge and skills
- Earned doctorate in a field related to education
- Evidence of a body of scholarship commensurate with the rank of a tenured professor in the field of Education
- Record of successful teaching at the university level in teacher preparation
- Experience in administration in higher education
- Knowledge and skills in culturally relevant and equity-based teaching and teacher preparation
- Experience working in US public schools as a licensed educator

## **Preferred**

- Knowledge of Illinois licensure
- Record of long-term participation and service in professional organizations related to teacher education
- Extensive experience working with P-12 school partners representing diverse communities





**Elmhurst University is being assisted  
by the partners of Hyatt-Fennell.**

Nominations and application materials  
should be submitted to

[Elmhurst@Hyatt-Fennell.com](mailto:Elmhurst@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.

**For more information:**

**Cheryl Hyatt - 724-242-0476**

[elmhurst@hyatt-fennell.com](mailto:elmhurst@hyatt-fennell.com)

[www.HYATT-FENNELL.com](http://www.HYATT-FENNELL.com)

*It has been and will continue to be the policy of  
Elmhurst University to be an equal opportunity  
employer. The University will continue to administer  
all employment matters without regard to race, color,  
national origin, age, religion, gender, sexual  
orientation, disability, or Vietnam era or disabled  
veteran's status. Applicants requiring accommodation  
may contact Human Resources at [hr@elmhurst.edu](mailto:hr@elmhurst.edu).*

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