



Dean, Undergraduate Education Job Posting

Qualifications:

Successful candidates will have demonstrated the following qualifications:

1. An earned doctorate in a discipline housed in the university
2. Minimum of ten years of progressive university administrative experience
3. Evidence of commitment and contribution to a student-centered education environment
4. Demonstrated record of administrative accomplishment (including program development, student retention and recruitment, or innovative efforts)
5. Experience as a faculty member
6. Evidence of identifying and executing collaborative initiatives (internally and externally)

Responsibilities:

1. Provide academic leadership in the development, enhancement, and delivery of quality undergraduate academic programs, including new interdisciplinary programs across colleges, schools, and disciplines
 - a. Support the development of class/teaching schedules, curriculum syllabi, and monitor faculty load standards
 - b. Assure periodic program reviews, including curriculum analysis and program review of the undergraduate programs, in collaboration with academic program leadership
 - c. In collaboration with academic program leadership, develop and implement college-wide academic policies and procedures as well as further develop and enhance interdisciplinary programs/activities and ensure the delivery of general education requirements
 - d. Responsible for recommendations concerning the core curriculum, review of new academic majors and minors, and general policies and procedures governing undergraduate education
 - e. Assist in the definition of student learning objectives and assessment outcomes for academic programs
 - f. Promote, support, and assess high impact practices in the classroom, ensuring faculty support in technology and pedagogical areas
 - g. Responsible for administering university policies governing academic issues, including adjudicating policy appeals
 - h. Engage in education /scholarship/service activities as appropriate
2. Provide leadership and direction for the undergraduate academic programs
 - a. Develop an enrollment plan, including potential program pro formas in collaboration with the Office of Finance) for the undergraduate programs
 - b. Anticipate and respond to the University's markets (employers, funding sources, and students) in the development and management of curriculum and programs



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- c. Collaborate with Associate Deans in the development of program budgets
 - d. Provide general supervision for Associate Deans and evaluate annual performance; review faculty evaluations
 - e. In collaboration with Associate Deans, develop and implement an effective faculty and staff recruitment and retention program, with a focus on academic content expertise, diversity, and community impact
 - f. Lead an institutional commitment to enhance diversity, equity and inclusion among the university's faculty, staff and student body.
 - g. Provide oversight for the recruitment of undergraduate faculty and staff and recommend the appointment of undergraduate faculty to the Provost
3. Ensure a robust undergraduate student experience that is strengthened by strategic recruitment, engagement, and retention strategies
 - a. Provide direction, oversight, and supervision for Academic Support (Advising, Career Development, Student Success, Accessibility, and Writing/Math/tutoring services)
 - b. Provide oversight and direction for university library system to best support academic programs
 - c. Provide direct oversight of the University's Quality Enhancement Plan (QEP): Writing through Revision; oversee direction, implementation, and assessment, including both session and annual outcomes
 - d. Coordinate with the Dean of Students to ensure a campus environment that is strongly supportive of student efforts in mission-centered experiences: diversity, learner, spirituality, peace, service, and justice
 - e. Coordinate and collaborate with the Dean of Enrollment Management and the Dean of Students in a broad spectrum of recruitment, retention, and engagement activities: prospective student visit experiences, orientation events, Convocation, and student success efforts
4. Represent undergraduate programs in university-wide efforts
 - a. Work closely with the Dean of Graduate Education in the development and execution of the academic direction of the university, under direction of the Provost and President
 - b. Promote a collaborative working environment with the Dean of Graduate Education toward program development and strategic opportunities
 - c. Organize and manage the strategic planning for undergraduate programs
 - d. Organize and manage the annual scorecards for the Colleges and Schools, ensuring alignment with university goals, best practices, and accreditation standards
 - e. Identify, develop, and pursue external funding resources for the University and undergraduate programs



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- f. Serve as a member of the Leadership Team, Academic Leadership Council, and Academic Affairs groups and committees (including Curriculum Committee, Course Scheduling, and
- 5. Promote and represent undergraduate programs in the external community
 - a. Build community recognition of Spalding University and the undergraduate programs
 - b. Develop community relations for opportunities: fundraising, grant development, research projects, community engagement, and internships/employment
 - c. Identify and promote undergraduate service and service learning activities in the community
 - d. Participate in community/government groups for policy/programmatic direction and community relations (e.g., Greater Louisville, Inc., Health Enterprise Network) as well as other pertinent boards, committees, planning groups, etc.

The review of applications will begin immediately and will continue until the position is filled. Interested persons should electronically submit a letter, explicitly addressing the above mentioned qualifications, with a current vitae and names and contact information for at least three references to:

Mistalene Calleroz White
Dean, Undergraduate Programs - Academic Deans
mcallerozwhite@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition,



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our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.