

Start

Details

Supervisory Org

College of Education (Dr. Thomas J Roberts)

Position

15422000 Associate Dean, College of Education, Associate/Full Professor (Unfilled)

Worker Type

Employee

Recruiting Information

Positions

Created from Existing Position

15422000 Associate Dean, College of Education, Associate/Full Professor (Unfilled)

Recruiting Details

Reason

Administrative > Update Job Requisition Posting Details

Replacement For

Dr. Lois R Christensen (Retired)

Recruiting Instruction

Post Internally/Externally

Recruiting Start Date

12/13/2021

Target Hire Date

05/01/2022

Target End Date

Job Application Template

Job Application Template

EagleJobs Default

Job

Job Details

Supervisory Organization

College of Education (Dr. Thomas J Roberts)

Job Posting Title

Associate Dean, College of Education, Associate/Full Professor

Justification

Approved to fill by Provost

Job Profile

Associate Dean

Additional Job Profiles

Associate Professor Professor

Job Description Summary

As the Associate Dean, you will be responsible for supervision and oversight of all 14 College of Education (COE) programs (8 undergraduate/6 graduate) with 30-35 faculty members reporting to you. You will be responsible for collaboratively developing Professional Development Plans, and annual completion of the Faculty Performance Evaluation Document for each faculty member. The Associate Dean will collaborate with the Dean in facilitation of the Dean's Advisory Council (DAC). The COE DAC provides a means for regular, structured, and specific articulation on topics of vital importance to the COE. The DAC facilitates informed decision making related to all programs, fosters integration, and guides continuous improvement, assessment and accreditation. The Associate Dean is responsible for program coordination, course scheduling and assignment, and serves as the Dean in the absence of the Dean.

Other typical duties may include but are limited to:

- Work with College of Education (COE) leadership, faculty, and staff to facilitate collaboration, efficiency, effectiveness, and to foster an overall positive climate and culture.
- Guide and mentor all faculty, instructors, and staff under supervision.
- Independent analysis regarding recommendations for faculty and staff appointments, re-appointments, and promotion; leaves of absence; travel authorizations; and other relevant College of Education functions.
- Assist in recruiting, training, developing, and evaluating faculty, adjunct faculty, professional staff, and support staff to meet the needs of the College of Education.
- Facilitates program development and other educational initiatives that benefit students, community, and the College of Education.
- Assist in ensuring excellence in teaching, student learning, scholarship, and service.
- Be knowledgeable, and assist in the facilitation of necessary required program approvals, accreditations, certifications, endorsements, etc.. (i.e. Florida Department of Education (FLDOE), Council for the Accreditation of Educator Programs (CAEP), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Assist in the Development of strategic plans and other COE initiatives that are supportive of College and University mission, vision, and goals.
- Admirably represent the College of Education to internal and external academic communities, alumni, business and industry, government, foundations, and the general community.
- Assist with annual reports and data requests as necessary.

Florida Gulf Coast University is a comprehensive university dedicated to quality education, research, and service. All faculty are expected to be excellent teachers, responsive to changing professional needs; committed to innovative delivery of instruction resulting in improved student learning; committed to effective use of technology including distance learning; produce peer reviewed scholarship; and provide service to the College, University and Community.

Florida Gulf Coast University is committed to establishing and maintaining an inclusive working and learning environment in which students, faculty, administrators, staff, curriculum, social activities, governance, and all other aspects of the campus life reflect a diverse, multi-cultural, and international worldview.

At FGCU, we collectively stand against any individual or group that practices any form of racism, discrimination, intolerance, hate expressions, or disrespect. We are committed to preparing students to understand, live among, appreciate, and work in an inherently diverse country and world made up of people with different ethnic and racial backgrounds, religious beliefs, abilities, ages, gender identities, sexual orientations, socio-economic status, cultural traditions, family statuses, and military backgrounds. FGCU strives to hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our University stronger. The University community recognizes the importance of a diverse and inclusive institution and holds these ideals as paramount for the current and future success of the institution.

We seek colleagues who promote and embrace diversity, equity, and inclusion. We encourage individuals from diverse backgrounds to apply for this position as we believe that our University will grow and move forward through a commitment of equality for all.

Job Description

Typical duties may include but are not limited to:

- Works closely with the COE Leadership Team to identify innovative new degree programs, course offerings, and modes of delivery.
- Oversees the planning, acquisition, use, and maintenance of all technologies used to support student instruction or college operations.

- Reviews course evaluation and teaching improvement plans submitted by faculty.
- Assists in college strategic planning programs and initiatives.
- Collaborates in the development and establishment of college policies, procedures, standards, and processes.
- Provides leadership for faculty scholarship and development activities.
- Partners with academic program leaders to ensure the timely completion of annual program reviews. Provides leadership in recruitment and development of high-quality faculty.
- Explores opportunities to partner with other educational, not-for-profit, and governmental organizations on mutually beneficial projects and initiatives.
- Resolves all issues and problems that arise with faculty, students, and staff.
- Directs the development and operation of college curricular and co-curricular educational programs.
- Attends meetings and events in the Dean's absence.
- Performs other duties as assigned by the Dean.

Additional Job Description

Required Qualifications

- Earned Doctorate (Ph.D. or Ed.D.) in a discipline found within the College of Education from a regionally accredited institution or equivalent accreditation.
- Demonstrated leadership skills within academics or industry.
- Demonstrated experience as a collaborator, problem-solver, consensus-builder, communicator, innovator, and hard-worker within a university setting.

Preferred Qualifications

- Leadership experience within a college or university setting. Experience working in a faculty union environment.
- Experience successfully evaluating faculty and staff performance.
- Experience with undergraduate and graduate curriculum development.
- Experience with accreditation, assessment, assurance of learning, and continuous improvement efforts.
- Rank of Full Professor

Knowledge, Skills & Abilities

- Experience or commitment to the use of technology in distance learning & university teaching.
- Interest in collaborating both within and outside the University in the development and delivery of instruction resulting in improved student learning. Must value continued scholarship and service to the school and university.

Special Instructions to Applicants

Appointment will be made at an out-of-unit faculty rank commensurate with the candidate's experience on a 12-month out-of-unit multi-year appointment basis available May 2022.

Because applications and materials are subject to public review and retention under Florida's Public Records Law, please DO NOT send examples of your project/ scholarship unless requested to do so. Therefore, all submitted materials including articles, disks, slides, books, etc., become the property of FGCU and CANNOT BE RETURNED. As applicable, finalists will be notified of the need to submit specific additional materials. Such materials will become the property of FGCU.

Under Florida's Public Records law, applications will be available for public review upon request.

Salary commensurate with education and experience

The position is listed as "open until filled", however applications received by February 15, 2022 will receive priority consideration."

Job Families for Job Profiles

In Unit Faculty
Out of Unit Faculty Administration

Worker Sub-Type

Regular

Time Type

Full time

Primary Location

Main Campus

Primary Job Posting Location

Main Campus

Additional Locations**Additional Job Posting Locations****Scheduled Weekly Hours**

40

Work Shift**Link to Evergreen Requisition**

Evergreen Requisition

Compensation Details

Compensation Grade

Salary - No Grade

Questionnaires

Internal Career Site - Primary

Internal Primary Questionnaire with Foreign Influence Question

Internal Career Site - Secondary

Internal Faculty Questionnaire V2

External Career Sites - Primary

External Primary Questionnaire with Foreign Influence Question

External Career Sites - Secondary

External Faculty Questionnaire V2

Qualifications

Skills

Required Skills

Optional Skills

Organizations

Company

Company

FGCU Florida Gulf Coast University

Cost Center

Cost Center

CC0038 Dean College of Education

Costing

Program

PG046 Academic Administration

Fund

FD10001 Education & General Fund

Other

Activity

AC0649 College of Education Operations

Assign Roles

Role

FGCU Candidate Pool Admin

Assigned To

14901000 Administrative Assistant - Ms. Bridget M Bloomster

Current Effective Date

12/15/2021