

## Dean of the College of Arts and Sciences

The Dean is the head of the College of Arts and Sciences (CAS) and assists the Provost/Vice President for Academic and Student Affairs (VPASA) in accomplishing the University's goals and objectives through the design, development, and delivery of CAS programs and services. Effectively works as a member of a team by collaborating with faculty, staff and administration in responding to outside accrediting agencies and effectively engaging in strategic planning, performance evaluations, program reviews and other assessments of the University's effectiveness. Specific duties include, but are not limited to: serving as a channel of communication between CAS faculty and the Provost/VPASA; promoting faculty professional growth; ensuring the quality of academic programs, services, and CAS faculty and staff; preparing and administering the CAS annual budget; carrying out strategic planning; recommending appointments, promotion, tenure, and termination of faculty; providing resources to support the goals and objectives of the CAS; and serving as an advocate for excellence in teaching, research, student learning outcomes, and community outreach and service. The Dean supervises both faculty and staff members.

### Responsibilities:

- Provide leadership and vision to the College of Arts and Sciences; work with faculty to create an academic, cultural, and physical environment conducive to scholarship, intellectual vitality, and learning; and establish and nurture a supportive diverse work environment.
- Promote the Vision, Mission and Core Values of the University through the activities and programs of the CAS and work with other University administrators to ensure the well-being and success of HT.
- Engage in on-going program review and assessment in support of student, faculty, curriculum and program development.
- Teach a minimum of two courses in a discipline offered within the College of Arts and Sciences.
- The Dean reports to the Provost/Vice President for Academic and Student Affairs, and serves as a member of the President's Administrative Council and serves on the Dean's Council.

### Qualifications:

- Ph.D. in one of the major areas housed in the CAS required.
- Commitment to liberal arts education in a faith based environment.
- Understanding and commitment to the Vision, Mission, and Core Values of the University.
- Established record of superior university teaching, exemplary scholarship, and distinguished university, professional, and community/public service.
- Administrative leadership, vision, and experience in a diverse academic environment characterized by collegial management, mentorship, inclusive decision-making, and effective communication skills.
- Ability to create and nurture a supportive environment that utilizes transparent processes to foster intellectual vitality, creativity, student learning, and outstanding teaching, research, and community/public service.
- Commitment to affirmative action, social justice, and diversity in all its forms; experience in promoting the learning opportunities offered by a diverse community.
- Experience and commitment to fostering international perspectives in the curriculum and promoting global experiences for students, faculty, and staff.
- Ability to effectively represent the College of Arts and Sciences while working in collaboration with the University community.

**Salary:** Competitive salary and comprehensive fringe benefits package.

**Application Procedure:** Candidates should submit a letter of interest establishing qualifications for the position, a current resume or vita, transcripts, and an HT application. HT employment applications can be found at [www.htu.edu](http://www.htu.edu) on the HR page under current openings. This position is opened until filled. Forward application packets to: [humanresources@htu.edu](mailto:humanresources@htu.edu) or mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.