ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

Franklin College is accepting applications for the position of Associate Dean for Academic Affairs. This newly redesigned position is an exciting opportunity for candidates seeking to advance in academic leadership. The Associate Dean for Academic Affairs has primary responsibility for the oversight and assessment of the academic advising program, coordinates faculty professional development and onboarding (including Diversity, Equity, and Inclusion initiatives), and provides leadership for engaged learning activities. The Associate Dean for Academic Affairs will also collaborate with the Associate Dean for Student Success on academic placement of new students, determination of academic standing, and retention initiatives.

Reporting to the Vice President for Academic Affairs and Dean of the College, the Associate Dean develops and maintains partnerships with faculty and student development colleagues. The Associate Dean for Academic Affairs will work closely with the new Associate Dean for Student Success (also redesigned) to coordinate a wide range of transformational services and learning opportunities for students.

RESPONSIBILITIES

- Develop, implement, and assess the campus-wide Academic Advising program and related services and programming
- Serve on the Retention Team and represent the Office of Academic Affairs on other relevant committees
- Serve on the Academic Rules Committee
- Coordinate academic standing and new student placement with the Associate Dean for Student Success
- Provide leadership, budget resource allocation and strategic vision for Faculty Professional Development and onboarding (including Diversity, Equity, and Inclusion initiatives)
- Plan new faculty orientation each August and January
- Supervise the directors of the Engaged Learning program: Professional Development, Career Development, Global Education, and Digital Fluency
- Support the College’s engaged learning activities, including partnering with faculty in organizing and executing academic special events (both internal and external)
- Explore external funding and the development of community partnerships that support engaged learning
- Assist the VPAA with faculty review as part of the promotion and tenure process
- Assist in faculty and administrative searches as assigned by the VPAA
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Possess an earned doctorate or terminal degree in one of the college’s fields of study or related areas.
• Have served in academic leadership positions at a four-year college or university for at least five years.
• Excellent verbal and interpersonal skills.
• Ability to adapt to quickly changing environments.
• Excellent organizational and multitasking skills.

PREFERRED QUALIFICATIONS

• Experience with grant writing or securing external funding.
• Experience coordinating Diversity, Equity, and Inclusion initiatives.
• Expertise in contributing to faculty and institutional success.
• Ability to function effectively on a team.

APPLICATION PROCESS

Excellent benefits package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.