

Associate Dean for Accreditation and External Programs

Posting Details

Position Information

Job Title	Associate Dean for Accreditation and External Programs
Union Level	
Department	Benerd School of Education
Campus	Stockton
Posting Number	201300965P
Full or Part Time	Full Time
Number of Months	12
Work Schedule	Standard business hours, may require additional work hours outside standard business hours due to business needs.
Position End Date	
Open Date	02/02/2017
Close Date	
Open Until Filled	Yes
Special Instructions to Applicants	

Position Summary Information

Primary Purpose	The Benerd School of Education at the University of the Pacific is seeking applications for the Associate Dean for Accreditation and External Programs. This position requires knowledge, understanding, and experience with: 1) the California Commission on Teacher Credentials, Western Commission for Schools, Universities and Colleges (WCSUC); 2) cultivating and coordinating relationships with external partnerships and programs; 3) creating professional development activities for students, faculty; 4) hiring and supervising staff and part time faculty; and, 5) managing and coordinating both undergraduate and graduate level curriculum and program development activities in an institution of higher education. The Associate Dean provides direction and leadership for staff in Enrollment Services and Credential Office, as well as collaborates with Assistant Deans and Department chairs to ensure that program and curriculum goals are aligned to the standards and outcomes established in the university and all accreditation bodies. Serves as the Dean's liaison for the School on committees in the university and community as well as participates in events throughout the year.
Essential Functions	The Associate Dean for Accreditation and External Programs is a key member of the Dean's Cabinet and plays an important leadership role in the Benerd School of Education. The Associate Dean represents the School in the absence of the Dean and aids the Dean and the School with developing the vision, goals, plans and activities needed to ensure that academic, curriculum and program services are provided for students pursuing a degree in education (B.A., B.S., M.A.Ed., EdS, and EdD) or credential from the University of the Pacific. The Associate Dean is responsible for providing leadership, oversight, and coordination of: 1) program assessment and accreditation (e.g., CCTC, NASP, CAEP and WSCUC) and reports to the university, state and WSCUC; 2) coordination and supervision of External Programs, as well as Summer Session and Special Programs; 3) creating processes to ensure program and curriculum effectiveness; 4) hiring and supervising staff; 5) supporting the dean, assistant deans, Department Chairs with the coordination and management of professional development activities for faculty and staff; and 6) other duties as assigned. With an emphasis

on academic and curriculum development, the Associate Dean serves as a community liaison within the University and local community and creates and supports opportunities that enhance the goals and vision of the Benerd School of Education.

Duties include:

Coordination of Assessment and Accreditation Efforts

Provides leadership and direction for School assessment and accreditation and assists in the development of Benerd School of Education strategic planning activities.

Provide direction and leadership concerning accreditation and credentials (NCATE/CAEP, CCTC, NASP, etc.) for all programs within the School of Education, including all External Programs.

Develop processes and procedures to manage and access data for accreditation bodies that cover the curriculum, programs, and services for students, faculty and administration.

Coordination and Supervision of External Programs, Summer Session

Coordination of the external partnerships and partners, including supervision and approval of hiring external faculty and instructors.

Collate data and generate reports on quality and compliance for the School, Academic Affairs and all accreditation bodies, including WSCUC and CCTC.

Establish criteria to determine the feasibility of new partnerships within the Benerd School of Education.

Cultivate and develop new partnerships.

Prompt response and management of any concerns from partner or university

Oversight and development of budgets and Memorandum of Agreements.

Coordination and oversight of on and off campus student related activities.

Enrollment management and coordination of summer school offerings.

Creating processes to ensure program and curriculum effectiveness,

Coordinate curriculum review processes and activities to ensure that all programs are in alignment with university and all accreditation bodies.

Monitor and review all curriculum provided by external partners, including observation of teaching.

Coordinate and manage the Catalog revision process.

Coordinate activities with student accounts, financial aid, graduate school, and registrar to ensure high student satisfaction and positive experience.

Mediate academic grievances before a formal appeal is made to the Dean.

Serve as a liaison for the School of Education on committees and projects related to curriculum and programmatic needs within the school.

Hiring and Supervising Staff

Hire and Supervise staff as the Associate Dean's Assistant, and in Assessment/Data Management, Budgeting, and the Credential Office and Enrollment Services.

Coordinate activities and monthly meetings for all staff in School of Education

Manage and coordinate activities for the advising, recruitment, retention, recommendation activities for both on and off campus programs.

Assisting the Dean, Assistant Deans, and Department Chairs with the Coordination and Management of Professional Development Activities for Faculty and Staff

Create and monitor mentorship activities for faculty as it pertains to University Appointments, Retention, Tenure and Promotion (UARTP) activities.

Develop a strong network of support services for faculty, staff and student activities.

Provide workshops, seminars, one to one assistance/mentoring and other activities that develop skills and inspire reflection and action concerning teaching, scholarship and service as needed.

Provide direction and coordinate activities/programs such as new faculty orientation, UARTP.

Provide oversight and direction for the administration and distribution of faculty development resources, such as Grants and contracts, summer stipends, faculty travel and other award programs.

Facilitate the develop programs and events to acknowledge faculty accomplishments in teaching, research, and creative work, and exemplary community service.

Monitor and work with development office on the approval and dissemination of scholarship awards for students and faculty.

Other Duties as Assigned

Outreach and the External Relations/Grants and Contracts Offices. Serves as the Dean's liaison to University committees and represents the School on various university and community committees and at events throughout the year.

Manage and coordinate operations and maintenance of facilities (i.e. classroom and office space management).

Minimum Qualifications

Earned doctorate (EdD or PhD) from an accredited institution, Requires a proven record of teaching, research, scholarship, creative activity, and service such that the successful candidate will be eligible for a senior faculty appointment at the rank of a tenured full Professor in a department within the School.

Preferred Qualifications

Doctorate degree preferably in education or a related field.
Demonstrated record of successful experience with culturally and linguistically diverse groups and populations; the ability to be a strong advocate for the School; and strong written, oral,

and interpersonal communications skills

Demonstrated academic administrative experience in a university setting, preferably including experience at the department level; collaborative leadership, development, and management skills; leadership experience in the area of academic and curriculum development; demonstrated mentoring skills.

Physical Requirements

Duties require constant sitting and repetitive motion while using computer keyboard and phone. Frequent walking, standing and simple grasping. Occasional climbing stairs, walking across campus, stooping and reaching. Constant communication using both spoken and written means. May be required to lift/carry up to 25 lbs.

The physical demands described here are representative but not definitive of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment/Work Week/Travel

Work is primarily performed in a standard office environment.

Work performed during standard business hours. May require additional work hours outside standard business hours due to business needs.

Hiring Range

Commensurate with experience, exempt

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check

AA/EEO Policy Statement

University of the Pacific is an affirmative action and equal opportunity employer dedicated to workforce diversity. In compliance with applicable law and its own policy, Pacific is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression or mental or physical disability.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Doctorate?

- Yes
- No

2. * How did you hear about this employment opportunity?

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Pacific Website
- Other

Applicant Documents

Required Documents

1. Cover Letter/Letter of Application
2. Curriculum Vitae

Optional Documents

1. Other Document