



Job Vacancy Announcement

POSITION TITLE: Dean of the College of Arts, Education, and Social Sciences (CAES)

JVA#: 2025-04

DEPARTMENT: Academic Affairs, Office of the Provost

POSITION SUMMARY: Reporting to the Provost and Vice President for Academic Affairs, the Dean works as a team member with the provost, and other deans and directors for the implementation of the appropriate, effective, and accountable instruction institution-wide. The Dean serves as the Chief Academic and Administrative Officer of the College of Arts and Sciences and is responsible for the effective leadership and management of the College's financial and human resources. S/he serves as a member of the Deans' Council.

POSITION CLASSIFICATION/COMPENSATION: This position is non-classified, full-time, and carries an Exempt status under the Fair Labor Standards Act. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES: This position includes administration, academic advising, as well as participation in school committees and University governance. The dean will demonstrate evidence of effective administrative skills, the potential for excellence in teaching, and dedication to the University and community service.

- Provide leadership in the development of associate (as appropriate) baccalaureate, and graduate-level programs within the respective College.
- Provide leadership in the continued professional development of faculty and staff.
- Provide leadership in developing service learning within the College/School's curriculum.
- Evaluate personnel and programs within the College/School.
- Provide leadership in implementing University and WVHEPC Policies.
- Work cooperatively with business, industry, and other organizations that are, or might become the employers of BSU graduates.
- Supervise Department Associate Deans/Directors and/or program coordinators within the College/School.
- Develop and manage the College/School's budget.
- Develop funding sources through gifts, contracts, and grants.
- Call and preside over meetings of the College/School faculty.

- In consultation with College/School faculty, assess all curricula for adequate academic quality and relevance to occupational needs, student needs, and community desires.
- Schedule classes (on- and off-campus), determine faculty teaching assignments, advisor assignments, and building/room usage, ensuring that the overall instructional needs of the College/School and University are met.
- Work with the Office of the Provost to schedule student evaluations of instruction as needed.
- Conduct College/School faculty and staff evaluations in compliance with University policies.
- Make personnel recommendations related, but not limited to, tenure, promotion, appointment, leaves, etc., subject to the institutional policies and procedures, and with the intent to strengthen faculty quality
- Include students and advisory committee members in an ongoing evaluation of curriculum.
- Provide both intra- and inter- College/School leadership in short-term and long-term academic planning.
- Prepare program reviews and other reports in accordance with University requirements.
- Ensure completion and accuracy of academic pathway evaluations (formerly 45/90-hour evaluations).
- In consultation with faculty, identify College/School budget needs and develop and administer the school budget.
- Manage the College/School's equipment, classroom and office space and other physical facilities.
- Supervise the College/School's support staff, assign work-study students; and supervise the acquisition of books and supplies for courses and programs within the division.
- Work to promote good student-faculty-community relations.
- Supervise the process of resolving faculty and/or student problems at the College/School level.
- Act as liaison between the University administration and the College/School, including the communication, interpretation and implementation of policies, procedures and actions of the administration.
- Identify sources of external funding for College/School programs and work with appropriate University personnel to secure such funding.
- Work with the Admissions and Enrollment Services Office in the recruitment of students into College/School programs.
- Contribute to the institutional strategic plan and implement aspects specific to the College/School.
- Secure and/or maintain program accreditation at state, regional and national levels, if applicable.
- Conduct annual program advisory committee(s) meetings, as applicable.
- Submit assessment/evaluation reports in accordance with University requirements.
- Maintain accurate and current data as required by the University and/or College/School.

- Assist with the implementation of innovative teaching methodologies relative to emerging technologies and distance education.
- Assist College/School faculty with the development and implementation of new options in current programs and new programs of study appropriate to the mission of the institution.
- Required to teach at least one course per year.
- Carry out other University responsibilities as assigned by the Provost.

MINIMUM REQUIRED QUALIFICATIONS:

- Earned Master's Degree in Relevant Discipline from a regionally accredited college or university.
- Valid State Driver's License.
- Three years of leadership experience.
- Demonstrated commitment to excellence in teaching, scholarship, and service/engagement.
- Demonstrated commitment to collegial, consultative processes and shared governance, evidenced by successful development and implementation of academic initiatives in collaboration with faculty, staff, and students.
- A demonstrated commitment to demographic and disciplinary diversity.
- Demonstrated success in organizational leadership.
- Highest standards of integrity and ethics, even under challenging circumstances; and a fair, collaborative, and transparent leadership style that will engender trust among all members of the BSU community.
- Prior supervisory experience.
- Excellent organizational skills and ability to effectively manage multiple priorities independently.
- Excellent record keeping skills and attention to detail (critical).
- Good writing, analytical and problem-solving skills.
- Excellent communication skills both written and verbal.
- Must be highly motivated, goal oriented, and have a strong work ethic.

PREFERRED QUALIFICATIONS:

- Earned doctorate from a regionally accredited college or university.
- Documented, successful administrative leadership.
- Proven commitment to a student-centered University model, incorporating strategies for academic success of first-generation, underrepresented, adult, and international students.
- Demonstrated experience relative to effective use of financial aid strategies to achieve the College/School goals of access and success.
- Demonstrated budget experience implementing successful academic and student initiatives in an environment of competing demands, institutional

- transformation, and fiscal constraints including limited state funding.
- Experience working with a variety of constituencies to create and support mutually beneficial partnerships, development opportunities, and/or other externally-focused initiatives.
- Experience working with complex academic budgets.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. Bluefield State University, a historically black institution, prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. BSU welcomes all qualified candidates to apply. More information about the University is available at: <https://bluefieldstate.edu/>.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g., D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: February 3, 2025, (Revised February 5, 2025)

CLOSING DATE: For full consideration, applications must be received by 4 p.m. EST, Tuesday, February 18, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.