

http://www.parkersearch.com/current-opportunities/ferris-state-university/dean-college-arts-and-sciences						
Dean of the College of Arts and Sciences						
Skill	Map to your skills	Accomplishments	% Met	Deficiencies	Next Steps	Goal
Ensure a high level of service to students.						
Direct and coordinate the activity of department chairs/heads within the college.						
Work collaboratively within the college and across the university to implement and support programs and services that enhance the university's mission and goals.						
Develop and manage specific college budgets.						
Advise the University Provost and Vice President for Academic Affairs on academic matters, such as accreditation needs, development and assessment of academic programs, budget and personnel matters.						
Provide leadership for college fundraising efforts, including grant writing and fundraising.						
Promote and support professional development/activity by faculty, staff and students.						
Ensure that university and academic policies and procedures are followed.						
Work with accreditation agencies to achieve and maintain compliance and standards.						
Establish necessary communications and coordination with college personnel on all matters within their assigned responsibilities, through staff meetings, conferences and written reports.						
Advocate College priorities to the Provost and Vice President for Academic Affairs.						
Analyze challenges within the college and recommend solutions.						
Supervise the hiring process within the College.						
Work effectively with faculty and staff in program planning, evaluation, and curriculum development.						
Attend workshops, seminars and conferences related to areas of responsibilities.						
Serve and/or chair various University and community committees.						
Advise the Provost on academic matters such as accreditation compliance and development and assessment of academic programs.						
Carry out supervisory responsibilities in accordance with University policies and applicable laws.						
Develop and implement academic policy for the College.						
Prepare and manage the College's budget and hiring process.						

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Dean of the College of Arts and Sciences						
Skill	Map to your skills	Accomplishments	% Met	Deficiencies	Next Steps	Goal
Provide leadership and vision for instructional activity within the College.						
Report directly to the Provost and Vice President for Academic Affairs.						
Maintain the confidentiality of designated information.						
Supervise assigned staff.						
Work collaboratively to enhance the University's mission and goals; ensure a high level of service to students; promote recruitment, retention, and assessment.						
Promote and enhance diversity and inclusion.						
Work effectively with faculty and staff in program planning, assessment, and curriculum development.						
A terminal degree in one of the Arts & Sciences disciplines.						
Academic credentials and experience sufficient to qualify for tenure status in one of the departments within the college.						
Demonstrated work experience in higher education to include teaching as well as scholarship, research or creative endeavors.						
At least three years of demonstrated successful experience in academic administration, including ability to lead and serve a large and diverse faculty, staff, and student body; promote general and globalized education; and support education in a variety of delivery modes and learning environments.						
Demonstrated progression of responsibilities, including comprehensive administrative skills, communication, supervision, fundraising, and budget management.						
Personal qualities of integrity, organization and industriousness						
Five or more years of experience in academic administration.						
Experience in interdisciplinary and/or inter-professional education.						
Proven record of collaborative relationships with internal and external stakeholders.						
Prior experience working in a collective bargaining environment.						