

# DEAN, SCHOOL OF EDUCATION



## Dobbs Ferry, New York

Mercy College invites applications and nominations for the position of Dean of the School of Education. The College seeks dynamic candidates who will join our energetic academic affairs team.

Throughout its history, Mercy College has remained dedicated to its mission—to make available the transformational power of a college education. Mercy's commitment to quality, student support, as well as innovation, remains as strong today as ever. Mercy College is an independent, nonsectarian New York metropolitan area institution offering over 90 undergraduate and graduate programs. The College has an enrollment of over 9500 students from diverse backgrounds, across five campuses—Dobbs Ferry, Manhattan, Bronx, White Plains and Yorktown—plus a vibrant online learning community. The School of Education is recognized as a leader in the preparation and certification of outstanding teachers, with approximately 2,000 students enrolled in the graduate education programs.

The Dean will provide leadership in creating a broadly participatory scholarly environment characterized by the robust exchange of ideas within a shared governance structure. Reporting to the Provost/Vice President for Academic Affairs, the Dean of the School of Education is responsible for direct oversight of the teaching, research and operational activities of the school. The Dean is expected to collaborate with the faculty to ensure curricular and instructional relevance and currency; propose and develop new, creative programs within and across schools that are responsive to the needs of the community and which address state-wide and national teacher education initiatives; monitor financial performance and lead efforts to achieve improved performance; lead ongoing initiatives to promote faculty development of scholarship and pedagogy; and foster a culture of innovative teaching and learning.

The Dean will also be responsible for:

- Supervision of all department chairs, program directors and staff, and oversight of faculty and staff search and hiring process within the school, as well as the development, mentoring, and evaluation of full-time and part-time faculty.
- Cultivation and support of faculty opportunities for research, scholarship and service to the community.
- Development and annual assessment of school-wide retention and academic quality indicators.
- Implementation of outcomes assessment measures in collaboration with faculty, department chairs and program directors.
- Oversight of all accreditation activities within the school.

- Oversight of marketing, recruitment and retention efforts with department chairs and program directors in coordination with enrollment management.
- Development of effective, efficient, and student-centered scheduling principles and processes.
- Development and coordination of the school's online program offerings.
- Development of relationships with external stakeholders, in collaboration with the Provost and the Office of Institutional Advancement.
- Identification and pursuit of funding opportunities related to mission and goals, as well as development and leadership of the school's advisory board.
- Assuring the full and appropriate functioning of school faculty committees.
- Adjudication of student/faculty and faculty/chair/program director disputes within the guidelines of the Faculty Handbook and relevant student manuals.

The successful candidate will have a terminal degree or equivalent academic credential, an outstanding record of accomplishment in teaching, research, and professional service, and qualifications to hold the rank of associate or full professor. In addition, he/she will have had significant academic leadership experience as a department chair or higher including demonstrated success in academic and fiscal planning. Integrity, stamina, and the ability to build consensus across diverse constituencies are required. Deep commitment to teaching and research and desire to contribute to the intellectual, moral, and professional development of diverse students are a must. Demonstrated interpersonal, written, and oral communication, problem-solving, organizational, and presentation skills are required.

Salary and faculty rank will be commensurate with qualifications and experience. The College actively engages in recruiting a diverse workforce and student body that includes members of historically underrepresented groups, and strives to build and sustain a welcoming and supportive campus community. Preferred start date is July 1, 2010. A complete position profile with additional information about Mercy College and this search may be found at: [www.mercy.edu/SOEdansearch](http://www.mercy.edu/SOEdansearch) or at [www.academic-search.com](http://www.academic-search.com).

Review of applications and nominations will begin March 26, 2010, and will continue until an appointment is made. Application materials should include: 1) a letter of interest that addresses specifically how the candidate's experiences and qualifications intersect with the college's mission, strategic priorities, and desired leadership characteristics for the next dean as identified in the position profile; 2) a curriculum vitae; and, 3) the names, addresses, telephone numbers, and e-mail addresses of three references for future contact—please also include your professional relationship with each reference listed. All candidate names will remain confidential, except for those individuals invited to campus interviews. Application and nomination materials should be submitted electronically to: [MercySOE@academic-search.com](mailto:MercySOE@academic-search.com).

Assisting the Mercy College search committee is:

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