ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Dean for Academic Affairs

SCHOOL/DEPARTMENT: Graduate School of Social Service

DESCRIPTION:
The Associate Dean for Academic Affairs serves as a consultant to the Dean on all academic matters and works in co-leadership with the Associate Dean for Administration. Primary to the Associate Dean for Academic Affairs position is ensuring high-quality instruction in all courses and academic programs and serving as a direct support to all faculty. The Associate Dean for Academic Affairs reports directly to the Dean and participates in the development of the School’s strategic vision and implementation. In collaboration with the Dean and Associate Dean for Administration, the Associate Dean for Academic Affairs is responsible for the development, implementation, and oversight of all school policies and procedures.

RESPONSIBILITIES:
- Oversees academic quality of all programs BASW, MSW, PhD, and MS-NPL delivered at all campus locations and online - Lincoln Center, Westchester, Molloy College and NPL
- Primary responsibility for workload assignments of faculty members, (full-time tenured and tenure, track, clinical faculty and part-time adjunct) in consultation with the Dean
- Provide direct support, oversight related to faculty professional development.
- Facilitate communication between Faculty Council, faculty members and school administration and staff
- Oversee implementation of new curriculum and policies/procedures
- Identify and assist in the resolution of problems related to curriculum implementation, course schedules, instructor assignments, and faculty resource needs
- Provide direct supervision to Adjunct Faculty Coordinator
- Provide guidance on all Union (SEIU) related policies and procedures
- Oversee assignment and evaluation of Faculty Mentors and Course Leads
- Oversee monitoring of faculty performance, course and teaching evaluations
- Track, oversee, and provide direct guidance to faculty regarding tenure, promotion and reappointment timeline and processes. Work in collaboration with chair(s) of school Personnel Committee
- Address all complaints and concerns with respect to faculty
- Work closely with the Dean and Associate Dean for Administration on contract and budgeting issues related to adjunct faculty
- Serve as chief administrative liaison for Curriculum Committee and specialized curriculum areas
- Provide consultation to Assistant Dean for Student Services on all student issues
- Serve as next level of student appeal after Assistant Dean for Student Services

QUALIFICATIONS:
- Earned doctorate in social work or terminal degree in a field of study preferred
- Minimum five-years’ experience in higher education including academic support, faculty development, curriculum oversight and program development.
- Ability to develop meaningful, rigorous curriculum, administrative policies, procedures, and effective structures for developing and supporting academic programs.
- Experience with both on-ground and online academic programs
- Experience with the review and adherence to professional and higher education accrediting standards.
- Ability to function independently and provide leadership for a large team in a complex environment
- A deep commitment to offering high quality innovative professional education
- Excellent verbal and written communication skills
- Ability to direct data-driven program management and decisions
- Strong organizational skills, self-motivated and detail-oriented
- Possess clear, effective, and diplomatic written and oral communication skills
- Exceptional interpersonal and relational skills
- Ability to demonstrate sound judgment and initiative in solving problems
- Must be able to deal effectively with changes in priorities, unexpected events or unanticipated demands

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER, RESUME TO:
Debra M. McPhee
Dean/Professor,
dmcphее1@fordham.edu

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