

Alverno College Job Advertisement

Position Title: Dean, School of Arts and Sciences

Date: July 2022

Department: School of Arts and Sciences

Status: Full-time/12-month

Reports To: Vice President of Academic Affairs

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a Dean, School of Arts and Sciences located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Function:

The Dean, School of Arts and Sciences, provides leadership and oversight for the School and its staff and faculty. The Dean leads in the imagination, design, implementation and assessment of programs and projects that align with the Alverno College Mission and Strategic Plan, and leads and supports the faculty who are their colleagues and partners in building a strong and relevant School of Arts and Sciences.

This is a full-time administrative appointment, reporting to the Vice President for Academic Affairs, and carrying faculty status in an appropriate department and rank at the level of Associate Professor or Professor. The Dean serves on the Vice President's leadership team and serves in a collegial relationship with deans of the other schools.

Principal Responsibilities

Strategic Leadership

- Create and sustain a climate and culture of growth, innovation and responsible resource management in the School of Arts and Sciences;
- Oversee implementation of strategic initiatives pertaining to, or involving members of, the School;
- Develop a dynamic list of "next horizon" initiatives for the School through ongoing engagement with "in the field" and "on campus" partners;
- Provide leadership in advancing equity and diversity goals of the campus through the support of culturally responsive curriculum, policies and practices that grow and retain a diverse employee base and student body and fosters an inclusive, respectful environment;

External Leadership

- Serve as Alverno's "public face" of the School of Arts and Sciences; engaging with appropriate individuals, alumnae, organizations and other entities outside the College in order to advance the School of Arts and Sciences' faculty, programs, students and graduates;

- Develop and sustain mutually beneficial partnerships in areas related to the School of Arts and Sciences in collaboration with the President and Vice President for Academic Affairs;
- Support Alverno's Advancement efforts, planning and prioritization by working with Advancement and Alumnae staff to heighten visibility for the School and seek support for its work;
- Establish and sustain, in collaboration with the Vice President for Academic Affairs and the Vice President for Enrollment, a plan for, and implementation of, efforts to extend the visibility and reputational strength of, and enrollment within, the School of Arts and Sciences;
- Collaborate with the College's Marketing and Communication department to write, review, and/or edit a range of targeted publications in both print and digital format for the School of Arts and Sciences;

School of Arts and Sciences Leadership

- Provide ongoing oversight, planning and monitoring for faculty, programs and initiatives originating in the School of Arts and Sciences to ensure the fiscal and resource management for the long-term vitality and viability of the College;
- Lead in planning for and maintaining an effective and collaborative working environment, supported by appropriate policy and procedures to guide the work of faculty and staff in the School of Arts and Sciences;
- Provide clear and effective leadership in the hiring, professional development and evaluation of faculty members in the School;
- Collaborate with department and program chairs in the School to set annual goals for the School that align with Academic Affairs goals and the college's strategic plan;
- Gather and analyze relevant data for Key Performance Indicators as requested;
- Provide appropriate data, information and counsel to the Vice President for Academic Affairs regarding faculty personnel matters and student issues;
- Serve as a key liaison to the Career and Professional Development Center, sharing responsibility with Deans and the Director to assure Alverno's career development goals are met;
- Prepare and monitor the School's budget with the school's budget managers and work collaboratively with the Deans and the Vice President for Academic Affairs to propose a coherent and thoughtful academic budget for Alverno College;
- Chair the college's General Education Committee and oversee any revisions to the college's general education curriculum;
- Serve as a member of the Vice President for Academic Affairs' Leadership Team and support and actively facilitate collegial and collaborative relationships among the deans;
- Serve as a member of the President's Administrative Council and collaborate in carrying out the college's strategic plan;
- Provide time, expertise and support to Alverno staff, faculty and administrators in addressing ad hoc requests;
- Perform other duties as requested by the Vice President for Academic Affairs or President.

Qualifications

- The appropriate terminal degree from an accredited institution of higher education within the candidate's field of study is required;
- Demonstrated effectiveness serving and leading within a teaching-focused college;
- Three-five years of higher education administrative experience at the department level or higher;

- Demonstrated knowledge and understanding of the centrality of the liberal arts and sciences in education, particularly at the baccalaureate level, as well as a compelling vision for the unique methods and educational philosophy through which Alverno expresses the central role of the liberal arts;
- Understanding (or willingness to attain it) of Alverno's eight abilities and ability to provide exceptional and visionary leadership for the School in carrying this legacy forward;
- Understanding (or willingness to attain it) of Alverno's contemporary life as a Catholic, Franciscan institution with a strong legacy around the centrality of the liberal arts and willingness to provide leadership in carrying this legacy forward;
- Strong communication skills and demonstrated leadership ability, including the ability to identify, frame and solve problems within a collaborative and respectful environment;
- Ability to set goals, help others attain them and be accountable for outcomes related to them;
- Ability to engage successfully collaborate with colleagues and faculty in advancing the School of Arts and Sciences and Alverno College;
- Demonstrated success as a team player who can engage successfully with colleagues in multiple departments and disciplines around topics, projects and issues that may or may not be directly related to the focus of the School of Arts and Sciences;
- Demonstrated commitment to justice, equity and diversity;
- Computer literacy (or willingness to attain it) in assessment software, spreadsheet and presentation programs.

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity.