



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE	Dean of Professional Studies
PERSONNEL STATUS:	PIN/Exempt
DEPARTMENT:	Professional Studies
OPEN DATE:	September 23, 2016
CLOSING DATE:	Open until filled (Initial screening date- October 21, 2016)

Responsibilities: Reporting to the Provost and Vice President for Academic Affairs, the dean will be responsible for directing and managing the administrative and academic activities of the departments and programs in the college which include: Behavioral Science & Human Services, Nursing, Psychology, and Social Work. The Dean has leadership responsibility for managing the college's academic fiscal, physical, and human resources; for promoting excellence in teaching and research, particularly in teaching methodology and the learning process; and for maintaining the highest level of quality in the delivery of services to students and the University.

The Dean is the Chief Administrative Officer for programs in the college. The Dean is responsible for administering all undergraduate programs, graduate programs, courses, and services provided by the college. The Dean also is responsible for the overall supervision and coordination of on-campus evening classes and weekend classes. The Dean serves on the Council of Deans and participates in all budget, facilities, and personnel decisions affecting undergraduate and graduate academic programs in the college.

Qualifications: Bowie State University seeks a dean who is a proven, creative academic leader, skillful in building consensus, fostering a collegial environment, and promoting a shared vision for the college. Specific qualifications include the following:

- An earned doctorate in one of the disciplines within the College of Professional Studies, and a minimum of seven years of experience in higher education administration as a Department Head, Director, Assistant Dean, Associate Dean or Dean;
- A distinguished record of teaching and research sufficient to qualify for the rank of professor;
- A proven track record in obtaining extramural funding and the interest in encouraging others to do so;
- Demonstrated effective fund raising competence and entrepreneurial leadership;
- Proven ability to develop and enhance partnerships with business, non-profit, and government organizations;
- Evidence of stimulating new research and scholarly activities;
- Commitment to the integration of technology into instruction;
- Demonstrated ability to be a dynamic and energetic spokesperson for, and representative of the college and the University;
- Participatory leadership style and commitment to shared governance;
- Experience in strategic planning, budgeting and student learning outcomes assessment;
- A high level of energy, creativity, initiative, and innovation;
- Knowledge and understanding of current issues confronting higher education institutions in general and HBCUs in particular;
- Knowledge of international and linguistically diverse student issues;

- Superior verbal and written communication skills, interpersonal skills and ability to work in team relationships with diverse students, faculty and staff;
- Demonstrated success in academic administration, especially in the areas of fiscal management, faculty and program development, assessment and resources development; and
- Unequivocal personal and professional integrity.

SALARY: Commensurate with experience and prior compensation history

RANGE: V

APPLICATION: The review of applications and nominations will begin immediately and will continue until the position is filled. To ensure full consideration, material are due by October 21, 2016. To be considered, it is preferred that candidates submit electronically: a cover letter that addresses the qualifications listed above, a current resume, and the names, phone numbers, and email addresses of five references, as a Word document. All communications may be directed in confidence to to: deansearch@bowiestate.edu.

Hardcopy applications should be submitted to:
**Chair of Dean College of Professional Studies Search Committee,
Office of the Provost
Bowie State University
14000 Jericho Park Road, Bowie, Maryland 20715**

For further information about the College of Professional Studies visit the website at www.bowiestate.edu/academics/colleges/ProfessionalStudies/

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <https://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Jean Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.