



Middle Georgia State University



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Inviting Applications and Nominations for

Dean of the School of Arts and Letters





Middle Georgia State University, a multi-campus public institution, seeks an experienced academic leader to serve as the next **Dean of the School of Arts and Letters**.



Aerial view of the Macon Campus

ABOUT THE UNIVERSITY

Middle Georgia State University (MGA) is a public state university in Georgia and one of 26 institutions in the University System of Georgia (USG). MGA has a student body of 8,000 and primarily serves Central Georgia. Recently, the University was recognized as the top-ranking institution for Best Value in Georgia.

MGA consists of five campuses extending across the Middle Georgia region: Macon, Cochran, Dublin, Eastman, and Warner Robins. The University offers extensive outreach through its fully online campus.

The **Macon Campus** is located near I-475 in Bibb County. The 413-acre campus features modern architecture, a lake, two residence halls, and an enrollment center that opened in 2021. Located only a one-hour's drive south of Atlanta, the campus continues to thrive as a regional hub of learning.

MGA's 182-acre historic **Cochran Campus** in Bleckley County has a traditional quad, stately oaks, and a scenic lake. With MGA's largest concentration of student housing, the University's intercollegiate athletic program is based here, which includes men's baseball, basketball, soccer, and tennis, along with women's basketball, cross country, soccer, softball, tennis and volleyball.

The **Dublin Campus** extends the reach of the University into Laurens County and surrounding areas. The campus is a focal point for growth of health programs, particularly nursing.

The 22-acre **Eastman Campus**, a residential campus, is home to Georgia's flagship School of Aviation. Adjacent to the Heart of Georgia Regional airport, it offers flight training and aviation management programs. A fleet of 52 fixed-wing and rotary-wing aircraft support flight education here and at the Macon satellite location.



Nursing students at the Warner Robins Campus



MGA's fixed-wing fleet at the Eastman Campus

The fifth MGA campus is located in **Warner Robins**. This 72-acre campus is just a half-mile from the main gate of Robins Air Force Base in Houston County. The campus instruction supports bachelor's degrees in Nursing, IT, Business, and Early Childhood Education.

The University has six academic schools: Arts & Letters, Aviation, Business, Computing, Education & Behavioral Sciences, and Health & Natural Sciences.

An area of continued growth is graduate programs, which currently include online master's degrees in information technology, management, teaching-secondary education, technical and professional writing, and nursing with emphasis on adult/gerontology acute care. In spring 2023, the first cohort of the Doctoral Program in Information Technology graduated. MGA launched its second Doctoral Program in Public Safety, Spring 2024.

The Board of Regents of the University System of Georgia has approved the University's pursuit of potential membership in NCAA Division II. This new athletic affiliation will more closely align with the strategic direction of MGA as a state University within the USG.



Middle Georgia State University

MGA Mission

Middle Georgia State University educates and graduates inspired, lifelong learners whose scholarship and careers enhance the region and the state.

MGA Vision

We transform individuals and their communities through extraordinary higher learning.

MGA Core Values

Middle Georgia State University is committed to four core values in what we do and represent: Stewardship, Engagement, Adaptability, and Learning



THE OPPORTUNITY

The **Dean of the School of Arts and Letters** (SoAL) at Middle Georgia State University (MGA) serves as the chief academic and administrative officer of the School. The Dean provides vision and leadership to the academic units within SoAL across all five MGA campuses and online. This position reports to the Provost.

Responsibilities

The Areas of responsibility in this position include articulating strategic vision and planning; ensuring academic integrity in school programs; overseeing faculty and staff selection, retention, promotion and evaluation processes; encouraging and supporting excellence in teaching, research/scholarly activity, service and student success commensurate with a state university within the University System of Georgia; promoting collegiality and collaborative relationships internally and externally; and promoting alumni and donor relations.

Essential Duties

Educational Leadership and Academic Integrity (40%)

- Articulate strategic vision and planning for SoAL.
- Provide leadership for all educational activities of the School.
- Ensure academic integrity and high-quality instruction.

- Plan, implement, and maintain accreditation standards.
- Support and advance college and university assessment efforts and strategies.
- Assure ongoing quality and continuous improvement in SoAL's academic programming at the undergraduate and graduate level, and in traditional and online programs.
- Develop and implement student success initiatives.

Personnel Management and Development (10%)

- Manage personnel recruitment and professional development.
- Supervise and evaluate faculty for tenure and promotion.
- Coordinate and schedule faculty teaching assignments.
- Supervise the day-to-day activities of SoAL staff and conduct staff evaluations.
- Promote collegiality and collaboration within and across schools and departments.

External Relations and Community Engagement (10%)

- Establish and maintain external relationships between SoAL and the community/region.
- Work with MGA Advancement to maintain and cultivate relationships with the alumni and friends of the University to secure financial resources through development efforts and initiatives.

Curriculum Planning and Management (10%)

- Manage curriculum planning, curriculum development, and course scheduling.
- Meet with students to resolve issues with course, curriculum, and degree completion.

Administrative Compliance and Budget Management (10%)

- Serve the mission of the University, Board of Regents, and the University strategic initiatives.
- Develop budget proposals and manage assigned budgetary funds appropriately.
- Attend administrative team meetings and work with the Provost and Vice President for Academic Affairs to comply with institutional and Board of Regents policies.

Organizational Culture and Support (10%)

- Foster an environment of innovation, collegiality, collaboration, inclusivity, and support where faculty, staff, and students thrive.

General Duties (10%)

- Perform other duties as assigned.

Minimum Qualifications

- An earned doctorate aligned to disciplines within MGA's School of Arts and Letters
- Evidence of strong leadership, interpersonal, and communication skills
- A distinguished record of accomplishment in teaching, scholarship, and service

- A strong record of commitment to academic excellence and student success
- Three to five years of related experience
- **Must have a working knowledge with the following:**
 - Arts and letters disciplines and USG core curriculum
 - SACSCOC accreditation standards and requirements
 - University program requirements
 - Effective program assessment and strategic planning strategies
 - Effective budget development and management principles
 - Effective classroom practices, teaching methodologies, assessment systems, and educational technology
- **Must be skilled in the following:**
 - Delegating responsibility and authority appropriately
 - Making timely decisions
 - Evaluating and promoting teaching, research, service, and student success
 - Operating computers and job-related software programs
 - Decision making and problem solving
 - Interpersonal relations and in engaging with the public
 - Oral and written communication

Preferred Qualifications

- A record of progressively responsible administrative experience for a minimum of five years at the chair level or higher



Complexity/Scope of Work

- The work consists of varied management duties.
- The variety of tasks to be managed contributes to the complexity of the position.
- Direct the operations of the School of Arts and Letters.

Contacts

- Contacts are typically with co-workers, other University personnel, faculty, staff, students, representatives of other colleges and universities, alumni, business leaders, representatives of the Board of Regents, and members of the public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence people, or to justify or settle matters.

Physical Demands / Work Environment

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office
- The work requires intercampus travel and occasional in-state travel.
- The work hours are divided 50/50 between Macon and Cochran campuses.
- The work requires evening/weekend activities as needed.

Supervisory and Management Responsibility

- This position has direct supervision over the Department of History and Political Science, Department of English, Department of Media, Culture, and the Arts, and Administrative Staff.



Dr. David Jenks, Provost

Dr. Jenks received his Ph.D. in criminology and criminal justice from Florida State University (FSU) and his master's in Criminal Justice from the University of North Carolina at Charlotte (UNCC). He also earned bachelor's and associate's degrees from the University of Akron.

Dr. Jenks, "It is humbling to lead Academic Affairs as Middle Georgia State University lives into its vision to transform individuals and our communities through extraordinary higher learning. The depth of knowledge, commitment to the mission, and the concern for students is impressive and are values I share."

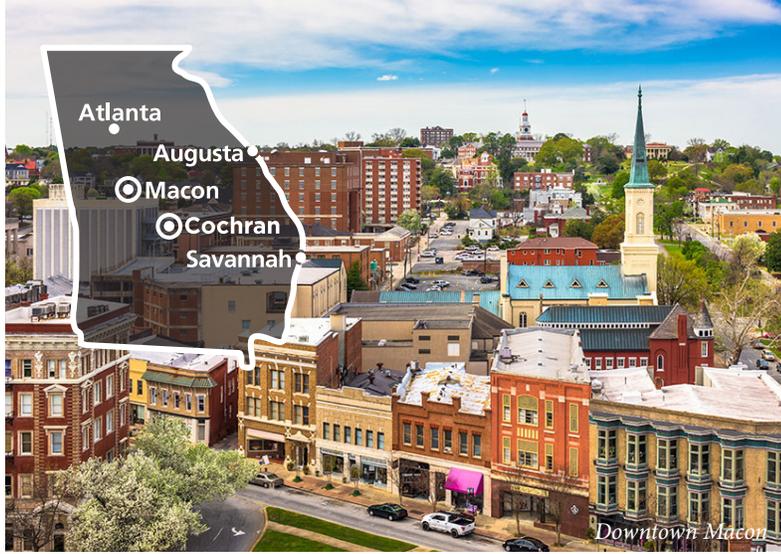
The Office of the Provost leads the academic vision, strategy, and operations for the university. We aim to increase student success from a student's first contact with

the university through successfully contributing to society after graduation.

In the area of Academic Affairs, there are more than 300 faculty engaged in scholarship, service, and delivering high-quality instruction in more than 60 academic programs. Students enroll in academic programs at five physical locations (Macon, Warner Robins, Cochran, Eastman, and Dublin) and online.

Middle Georgia State University is an equal employment, equal access, and equal educational opportunity. It is the policy of the Middle Georgia State University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50).

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct



Macon-Bibb County is home to MGA's largest campus and administrative hub. Offering large-city amenities and true Southern charm, Macon-Bibb has a population of approximately 155,000, with the metropolitan area totaling almost 230,000.

Located 70 miles south of Atlanta, Macon is a popular tourist destination. Macon-Bibb is rich with cultural assets such as the Hay House, Tubman Museum, and Ocmulgee Mounds National Historical Park, a lively arts scene, annual festivals, including the International Cherry Blossom Festival, and a well-versed music heritage, playing home to such greats as Otis Redding, Little Richard, and the Allman Brothers Band.

Most recently, Macon has become a go-to location for movie/TV filmmaking. Served by three hospitals,

Macon is one of Georgia's major medical service centers. Just 16 miles south of Macon-Bibb is Robins Air Force Base, the largest single-site industrial complex in Georgia.

Cochran-Bleckley County offers a relaxed rural lifestyle, a strong sense of community, a progressive look to the future, and an energetic sense of adventure. Cochran, the seat of the county's government and the county's only municipality, enjoys a cost of living that is 25% lower than the U.S. average. With a fine education system, exceptional healthcare, plentiful recreational opportunities, and abundant shopping, there are many reasons that Cochran-Bleckley County is a great choice for living, working, and playing.

Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.



Applications

- 1) All application packets must include the following:
 - a. A letter of application that addresses the responsibilities and qualifications of the position
 - b. Current curriculum vitae or résumé
 - c. At least five references with full contact information including e-mail (References will not be contacted without consent from applicant.)
- 2) **Submit application packet** (preferably as PDFs) to MGA-DeanSoAL@myersmcræ.com. Additional information will be requested upon receipt of application. Review of applications begins immediately. **For best consideration, submit applications by May 23, 2024.** Applications will be accepted until the position is filled.

Nominations

Submit nominations to MGA-DeanSoAL-nominate@myersmcræ.com with complete contact and e-mail information for the individual being nominated.

Consultant

Kenny Daugherty, President of Myers McRae, is assisting Middle Georgia State University with this search. Request a conversation by e-mailing KennyDaugherty@myersmcræ.com.