

Inviting Applications and Nominations

Dean of the College of Business, Education, and Professional Studies

ALBANY STATE UNIVERSITY



Albany State University, one of the country's largest HBCU institutions and the largest in Georgia, seeks a qualified candidate to serve as **DEAN OF THE COLLEGE OF BUSINESS, EDUCATION, AND PROFESSIONAL**

STUDIES. As a leader of the faculty, the Dean supports, encourages, and promotes excellence in teaching, scholarship, and service. This position reports directly to the Provost and Vice President of Academic Affairs.



VISIT [ASURAMS.EDU](https://asurams.edu) TO LEARN MORE.

ASU Student Center, Albany Campus

ABOUT THE UNIVERSITY

One of Georgia's educational gems, Albany State University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success.

Founded in 1903, Albany State University is a member institution of the University System of Georgia. Serving an increasingly diverse student body and community, ASU offers 30 baccalaureate, 12 graduate, and 14 associates degrees and 13 certificates across 60 programs at its main campus in Albany and at branch sites as well as online.

Albany State University respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives students the foundation they need to succeed. ASU offers the Golden RAM Guarantee, which is the University's promise to remain committed to ensuring academic excellence and student success.

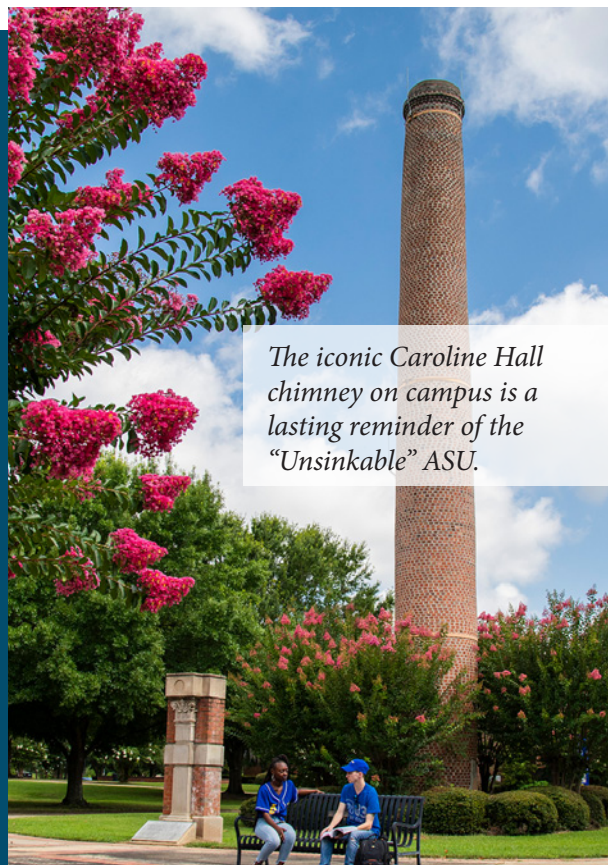
One of the nation's top Historically Black Colleges and Universities, the University's mission focuses on access, equality, and diversity, ensuring all students have an opportunity to pursue a degree.

Home to 6,509 students (FTE 5,676), the ASU student body consists of both traditional and non-traditional students. More than 23% of students are first-generation college students (i.e., neither parent completed a four-year college or university degree), and more than 80% receive some form of financial aid with 55% receiving the Pell Grant.

Approximately 28% of the student population reside on campus, and the remainder (72%) are commuters. Undergraduate students account for 94% of the enrollment, and graduate students account for 6%.

The University's demographic make-up includes 72% female, 27% male, and 17% over 25 years of age.

First-year students (i.e., those with 0-29 earned hours) account for 40% of the total enrollment, and sophomore students (i.e., those with 30-59 earned hours) account for 24% of the total enrollment.



The iconic Caroline Hall chimney on campus is a lasting reminder of the "Unsinkable" ASU.

ASU Mission Statement

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, and associates degrees, and certificate programs at its main campuses in Albany as well as at strategically placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of Southwest Georgia and beyond.



ABOUT THE COLLEGE

The College of Business, Education, and Professional Studies (COBEPS) offers a cadre of programs designed to prepare students for their professional careers. Each major provides a rigorous, yet engaging set of courses, including a requirement for experiential learning.

The University's theme of "Excellence is the Standard" is fully embraced by the College's administrators, staff, and faculty. This theme is reflected in the design of programs, the content of the courses, and how the content is delivered to students.

Being student-focused allows the College to work closely with students and help them identify their goals and objectives (personal and career) and provide a course of study to develop the professional skills and knowledge needed to reach those goals and objectives. The College faculty engage with students both face-to-face in the classroom as well as virtually.

In addition to the ASU's accreditation by SACSCOC, most of the programs in the College are also accredited by program accrediting agencies. The Accreditation Council for Business Schools and Programs (ACBSP), the Council for the Accreditation of Educator Preparation (CAEP), the American Association of Colleges for Teacher Education (AACTE), the Council on Social Work Education (CSWE) and the National Association of Schools of Public Affairs and Administration (NASPAA) have individually accredited ASU programs.

Degrees offered in the College of Business, Education, and Professional Studies

Undergraduate Degrees

- Bachelor of Applied Science with a Major in Technology Management
- Bachelor of Science with a Major in Accounting
- Bachelor of Science with a Major in Business Information Systems
- Bachelor of Science with a Major in Criminal Justice
- Bachelor of Science with a Major in Early Childhood Education
- Bachelor of Science with a Major in Management
- Bachelor of Science with a Major in Marketing
- Bachelor of Science with a Major in Middle Grades Education
- Bachelor of Science with a Major in Secondary Education
- Bachelor of Science with a Major in Supply Chain and Logistics Management
- Bachelor of Social Work

Graduate Degrees

- Education Specialist with a Major in Education Administration and Supervision
- Master of Business Administration
- Master of Education with a Major in Early Childhood Education
- Master of Education with a Major in Educational Administration and Supervision
- Master of Education with a Major in Middle Grades Education
- Master of Education with a Major in School Counseling
- Master of Education with a Major in Secondary Education
- Master of Education with a Major in Special Education
- Master of Public Administration
- Master of Science in Criminal Justice
- Master of Social Work

As the chief academic leader in the COBEPS, the Dean is responsible for leadership, management, and administration of the academic departments within the College and the office of the Dean. The Dean facilitates a vision and strategic direction while leading the College in a unified plan of action.

This academic administrator is responsible for program development, delivery, and assessment at the graduate and undergraduate levels; for faculty recruitment, development, and retention; for evaluation of faculty and department chairs; for facilitating student success; and for managing the fiscal affairs of the College.

The Dean is expected to provide strong leadership for the faculty in all academic matters and champion the important roles of the College in regional educational and economic development. Identifying sources and developing plans for securing external financial resources for the College's scholarly and programmatic goals as well as articulating the College's vision, qualities, and distinctiveness as its principal advocate and spokesperson within the University community and to national and international external constituencies are important responsibilities of this leader. The Dean creates innovative and distinctive programs designed to attract outstanding students, faculty, and staff and reinforces the College's strong ties with other institutions in the University System of Georgia (USG). The Dean works collaboratively with other deans and institutional stakeholders to advance the mission and vision of the University.

The Dean is expected to maintain professional activities in the areas of teaching, research, professional development, and service. The Dean will infuse diversity, equity, and inclusion into all aspects of the position's responsibilities.

PRIMARY RESPONSIBILITIES

Academic

- Providing leadership for all educational activities of the COBEPS, ensuring academic integrity and high-quality instruction, and promoting excellence in faculty scholarship and service.
- Serving as a strong internal and external advocate for the academic and public mission of the College, its faculty, and its students.
- Articulating and facilitating a long-term vision for the College within the context of the University's mission, vision, and values.
- Building effective working relationships with the SACSCOC and discipline-specific accrediting agencies and supports faculty/staff to maintain current institutional accreditations.
- Serving as the liaison between the Office of Academic Affairs and the faculty and staff.
- Recommending measures of implementing, updating, and improving the College's curriculum through assessment of learning.
- Facilitating program development, building on traditional strengths, developing cutting-edge specialties within existing disciplines, and promoting global education.
- Maintaining an awareness of needed knowledge, skills, and abilities in the workforce and identifies new career opportunities that would guide program and degree development.
- Directing the development of the academic schedule.
- Ensuring that course schedules each semester align with student progression patterns and optimal use of space.
- Working collaboratively with liaisons to partnering campuses to ensure optimal delivery of courses that meet local and regional needs.



- Providing leadership in ensuring that the College meets its goals of recruitment, retention, progression to degree, and on-time graduation of its students enrolled in majors.
- Working collaboratively with the Enrollment Management team to promote recruitment and retention of students.
- Resolving student issues regarding curriculum or degree completion and mediates disputes between students and faculty.
- Planning and directing activities in support of student success.
- Ensuring that departments offer and/or support accurate advising of students and maintains appropriate resources (ex. degree plan, checklist, website descriptions, etc.) for students' use to support student success.
- Providing the necessary support to faculty that ensures the timely submission of student performance information/data (ex. grades), including the use of advising, early alert tools, and other resources that promote student success.
- Assuring ongoing quality and continuous improvement in the College's academic program array at the undergraduate and graduate levels and in both traditional and online programs.

Human Resources

- Directs the recruitment and development of a diverse and talented faculty and staff, and recommends to the Provost appointments, reappointments, and separations
- Evaluates the performance of faculty; coordinates professional development of the faculty, and recommends faculty for tenure, promotion, and post-tenure.
- Supports collaborative decision-making processes with all stakeholders, particularly faculty, driven decisions in the context of shared governance and in alignment with institutional policies and procedures.
- Administers all University policies and procedures.
- Develops, sustains, and enhances diverse and inclusive partnerships with federal, state, and local community agencies; institutions of higher education; and schools, particularly in encouraging and supporting business and economic outreach activities and fostering collaboration among the outreach units.
- Ensures that policies related to hiring, overloads, and reassignment/release time are followed, including timeliness of submission of documents.
- Demonstrates the ability to appropriately delegate responsibility and authority, making timely decisions and solving problems.
- Fosters an environment of innovation, collegiality, collaboration, inclusivity, and support where faculty, staff, and students thrive.



- Demonstrates outstanding interpersonal relationship skills with the ability to motivate faculty and staff and develop a collaborative environment that engages the entire institution, students, and external partners to support the priorities of the campus.
- Provides leadership to Executive Advisory Board(s).

Fiscal

- Researches grant opportunities, makes application for grants, secures grants, and manages grant funds in accordance with grant requirements.
- Ensures effective management of financial resources, including budget planning and management and the ability to prioritize the College's resources.
- Oversees the College's branding and marketing efforts to enhance its visibility and reputation.

QUALIFICATIONS, TRAINING, AND EXPERIENCE

Qualified candidates will have an earned doctorate/terminal degree from an accredited university in an academic area of the College and a minimum of five years of administrative experience at the level of Chair or higher in an institution of higher education.

- Experience as a university faculty member with credentials commensurate with senior faculty status (professor) in one of the academic departments in the College
- A strong understanding of academic program development, online learning, and distance education
- Demonstrated high level of integrity and a leadership style that evokes trust and embraces transparency
- An appreciation, gained through direct experience or collaborative partnership, of the unique mission of the nation's Historically Black Colleges and Universities (HBCUs) and access institutions
- Demonstrated record of attracting, recruiting, and retaining traditional and non-traditional students

- Demonstrated leadership skills, including the ability to manage a complex academic organization
- A thorough understanding of budgets and finances and a demonstrated ability to manage budgets particularly in times of economic restraint
- Demonstrated ability to handle multiple projects simultaneously with attention to detail and deadlines
- Demonstrated experience with academic planning, including program development and innovation, strategic planning, enrollment, and financial management
- Demonstrated experience in shared governance
- Proven commitment to diversity among students, faculty, and staff
- Demonstrated commitment to collegiality, valuing and practicing consultative and collaborative decision-making processes

EMPLOYEE BENEFITS

Albany State University is a fully accredited senior unit of the University System of Georgia. Employees receive benefits provided by the University System of Georgia, including, but not limited to, medical and major medical insurance, group life insurance, participation in the Georgia Teachers' Retirement System, optional retirement plan (faculty and exempt employees only), Social Security, and tuition assistance program after six months of employment.

ASU Vision Statement

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.



Albany State University is an equal employment, equal access, equal educational opportunity, and affirmative action institution which adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education.



Albany, Georgia

Incorporated in 1838, Albany is beautifully positioned on the banks of the Flint River. More than 70,000 people call Albany home. It is the hub of Southwest Georgia for culture, shopping, education, healthcare, and recreation.

Exceptional healthcare is available on two campuses of Phoebe Putney Memorial Hospital, which was included on *Georgia Trend's* 2014 list of top teaching hospitals.

Families have the opportunity to educate their children in public or private schools. The Dougherty County School System operates 14 elementary schools, five middle schools, three high schools, and six other learning centers.

Popular attractions include the Riverfront Walk that features the Ray Charles Plaza, a tribute to the Albany native and creator of "Georgia on My Mind"; the historic Bridge House; the Municipal Auditorium; Flint RiverQuarium; Chehaw Park, a nature preserve and wild-animal park spanning 800 acres; Thronateeska Heritage Center; the Albany Museum of Art; the Albany Civil Rights Institute; and Radium Springs Gardens, which showcases Georgia's largest natural spring.



APPLICATION & NOMINATION PROCESS

Confidential applications/inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of interest that addresses the responsibilities and qualifications of the position
 - b) Current resume *or* curriculum vitae
 - c) At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.)

- 2) Submit application packet (preferably as PDFs) to:
ASU-Dean-21@myersmcrae.com

Additional information will be requested upon receipt of application.

Submit application by January 12, 2022, for best consideration.

Applications will be accepted until the position is filled.

Nominations

Submit nominations to:

ASU-Dean-21-nominate@myersmcrae.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Albany State University with this search.



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