Job Title: Dean of Humanities and Social Sciences

Job ID: 17307

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI), a comprehensive senior college of The City University of New York, seeks an experienced, creative, and collaborative leader to assume the position of Dean of the Division of Humanities and Social Sciences.

About the College of Staten Island:

The College of Staten Island (CSI or the College) is a City University of New York (CUNY) senior College organized around two academic divisions and three professional schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous PhD degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Dean is the strategic and operational leader of the Division of Humanities and Social Sciences and provides administrative leadership for its undergraduate and graduate programs. The Division includes the departments of English, History, Media Culture, Performing and Creative Arts, Philosophy, Political Science and Global Affairs, Psychology, Sociology and Anthropology, and World Languages and Literatures, as well as ten interdisciplinary programs and five master's programs. The Dean reports to the Provost and Senior Vice President for Academic Affairs, serves as a member of the Deans' Council, and partners actively with the Associate Provosts for Undergraduate Studies and Student Success and Graduate Studies, Research, and Institutional Effectiveness, in the development and assessment of quality academic programs. S/he provides support and guidance for the department chairs and all administrative staff in the Division.

Essential Responsibilities and Duties:

- Promote instructional excellence and intellectual vitality in the Division through support for scholarly and creative endeavors, leadership of curriculum development and student success initiatives, and oversight of program reviews and regular outcomes-based assessment.
- Provide vision for, and oversee, strategic planning for the Division of Humanities and Social Sciences, encouraging development of plans for new programs and courses to serve students, as well as emerging community needs.
- Work with department chairs to ensure strategic and fiscally appropriate course offerings that move students toward timely graduation.
- Support full-time and part-time faculty in their pursuit of high-quality teaching, research, and creative and professional activities, and advocate for appropriate resources to support such activities.
- Support and participate in the solicitation of private and public external support for research and creative activities, student scholarships, and Division programs and initiatives.
- Manage the financial resources of the Division through effective budget planning and allocation of resources to support programs of high quality.
- Oversee the recruitment and hiring of full-time faculty in the Division.
- Provide support and mentoring for department chairs and higher education officers in the Division.
- Foster the continued growth of interdisciplinary curricula and programs within the Division and between the Division and other schools/divisions.
- Support programs in meeting requirements for, and maintaining, discipline-specific accreditation in the Division, as
well as systematic assessment of program outcomes for students.
- Serve on community committees, councils, and boards to represent the Division and the College in the community.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

The successful candidate will have:

- An earned doctorate and a demonstrated record of distinction in scholarship and teaching appropriate for appointment to a tenured senior faculty position in one of the departments in the Division.
- Significant and successful administrative experience in an academic unit.
- An understanding of the issues that confront public colleges and universities and the ability to ensure standards of excellence in academic programs and in faculty recruitment and development.
- A demonstrated ability to work effectively with both internal and external constituencies to ensure continued vitality and enhancement of academic programs and research and/or creative activities.
- Commitment to higher education in a multicultural setting and to an open administrative system with shared governance.
- Exceptional oral, written, interpersonal communication, and organizational skills.

In addition, the following attributes are strongly preferred:
- Demonstrated engagement with and success in obtaining federal, state, and private grants
- Ability to work closely with Chairs and faculty to sustain, update, and develop funding for departmental resources, including new technology
- Experience in fiscal affairs, faculty and staff development, promoting strong university and community relations and complex university systems
- Demonstrated ability to plan, develop, and implement new academic programs that meet the intellectual and creative interests of a diverse student and faculty community.
- Experience in the differing challenges and needs associated with the humanities, social sciences, and the arts.
- Demonstrated commitment to developing the cultural and civic aspects of campus life outside of the classroom.

CUNY TITLE

Dean

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

November 1, 2017
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.