



## Faculty Position Job Description

**Position Title:** Associate Dean for Academic Affairs, School of Education  
(May be hired into traditional faculty track or academic administrator status)

**Position Tracking Number:** F185

**School/College:** School of Education

**Department:** School of Education, Dean's Suite

**Location:** Azusa Campus

**Description:** The Associate Dean for Academic Affairs is a member of the Leadership Team of the School, working with the Dean, other Associate/Assistant Deans, Department Chairs, Program Directors, Director of Outreach, and the Administrative Manager in the Dean's Office. S/he has one support staff position – Academic Affairs Coordinator.

### **Responsibilities:**

The Associate Dean for Academic Affairs, School of Education at Azusa Pacific University reports directly to the Dean, serving in the following capacities:

- Develop policies and practices that uphold graduate academic and student service standards on behalf of the School of Education and the University, in consultation with the Dean where appropriate. This includes:
  - Resolve student grievances on behalf of the Dean's Office, from both academic (grades, extensions, leaves of absence, etc.) and student service perspectives.
  - Coordinate the response (with program directors and chairs) to student petitions – withdrawals, late drops, course substitutions, independent studies, course tutorials, etc. – within established policies and guidelines.
  - Collaborate with chairs, program directors, credential analysts, and University offices (including Graduate & Professional Registrar and Student Financial Services, General Counsel, Learning Enrichment Center, Graduate and Professional Student Affairs, etc.) to ensure appropriate responses to student performance issues (academic integrity issues, admissions exceptions, etc.).
  - Oversee the process of evaluating student academic standards of progress (continuous enrollment, grade point average, time to

- completion, etc.) and collaborate with chairs and program directors on academic warning, probation, and dismissal decisions.
- Propose updates to policies and practices that balance institutional standards and improved student support.
  - Chair the School of Education review committee for endowed scholarships and collaborate with Graduate and Professional Student Financial to develop guidelines and selection criteria for the general scholarship fund.
  - Advise the Dean, School of Education, on changes needed to align academic standards and administrative operations with generally accepted graduate program best practices and University standards.
- Oversee the administrative aspects of academic program/course developments and revisions across the School of Education. This includes:
    - Serve as resource to chairs, program directors, and administrative staff for planning and implementing new program development and program revisions/closures, including communication and implementations (such as teach-outs, etc.).
    - Collaborate closely with Assistant Dean for Accreditation and Assessment, including integration of reports regarding academic programs and assessment and ensuring continued alignment with state standards and accreditor requirements.
    - Collaborate on behalf of the School of Education with appropriate University offices and academic committees, including Masters Studies Council, Doctoral Studies Council, Office of Curricular Support, and Graduate Registrar. This includes projects involving updates to or rollouts of new academic programs and administrative reports/systems.
    - Coordinate final submission of SoE course scheduling, in coordination with the chairs, including developing academically sound and fiscally responsible multi-year planning.
    - Facilitate catalog updates and oversight on behalf of the School of Education.
  - Facilitate School of Education research and grant support. This includes:
    - Review and sign off on all SoE Institutional Review Board applications (faculty and student) on behalf of the Dean's Office.
    - Facilitate faculty professional development in research. This could include:
      - Lead project(s) to grow a culture of enhanced faculty research.
      - Develop research agendas that support the mission, focus, and values of the School of Education, including development of School-funded start-up grants for collaborative research projects.
      - Provide professional development seminars that help new faculty build a research and publication agenda.

- Lead the discussion to develop and update guidelines for faculty research units for publications (formalizing discipline-specific publication rankings, including identification of prestige vs. impact outlets).
  - In consultation with the Dean, lead development of external grant applications that support the School's advancement, including forming grant project teams, hiring grant writer, and facilitating timely grant application processes.
- Develop systems of support for SoE faculty. Particular emphasis will include:
  - Cultivate a culture of faculty professional development support and feedback, particularly focused on new fulltime and adjunct faculty in their first 2 years.
  - Develop and implement a system of faculty teaching evaluation to augment the IDEA review process. This could include teaching observations, auxiliary feedback processes, or other "best practice" recommendations.
  - Design and implement a process to enhance regional campus faculty support and engagement in the life of the University.
  - Oversee the annual SoE faculty elections process for participation on University councils
  - Assist with adjunct faculty hiring and support services. This may include interviewing adjunct and mentor candidates for possible hire in keeping with University and School standards, including appropriate academic preparedness and alignment with institutional values.
- In conjunction with the Office of University Relations, coordinate the development of a comprehensive plan to represent the School's academic programs and credentials in print and web formats. Work is developed in collaboration with Director of Outreach and Events & Communications Coordinator.
- Other projects that emerge in the areas of academic program, faculty, and student services.
- Maintain complete records on behalf of the School of all projects, programs, and decisions.

**Level:** Management

**Qualifications:**

The Associate Dean must:

- hold academic credentials appropriate for a faculty or academic administrator role in the School of Education.
- be discrete and confidential, demonstrating sound and ethical decision-making practices

- be committed to being a solutions-oriented member of a dynamic team, engendering the trust of the Leadership team, faculty, and staff of the School of Education.
- be adaptive to changing and new assignments, including participating in training to support new University- or School-based projects and systems.
- keep the Dean informed of emerging issues that require new attention and of significant decisions that affect SoE precedent.
- have prior University academic administrative experience.
- have good communication skills – written, verbal, and relational.
- model Christian behavior, in keeping with APU's values and ethos.

**Workload:** If hired into a faculty role for this position, time will be allocated as approximately 80% administrative and 20% teaching. If hired as an Academic Administrator, the position will be fulltime administrative, with one additional area of administrative oversight, to be determined at the time of hire, based on the successful candidate's expertise.

**Mental Demands:**

- Ability to integrate Christian values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Self starter, ability to communicate effectively in written and oral form.

**Hire Date:** The position will begin mid-May to June 2017.

**Additional Information:**

Azusa Pacific University is a Christ-centered, multicultural community that values and seeks faculty and staff who are committed to diversity, work effectively with diverse populations, and engage others in ways that honor our rich cultural mosaic and biblical foundation.

Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Women and minorities are encouraged to apply.

Azusa Pacific University conducts background checks on all final candidates.

**Application Procedure:**

To apply, visit <http://www.apu.edu/cp/employment/>. Review of applications will begin immediately, and the position will remain open until filled.