



College of Agricultural, Consumer & Environmental Sciences

ASSOCIATE DEAN
Office of Academic Programs



WE TRANSFORM LIVES.

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders.

Be a part of our story. The Office of Academic Programs coordinates student recruitment, admissions, scholarships, student records, career services, study-abroad programs, diversity initiatives, and student honors programs. We offer tremendous opportunities and hands-on academic programs for students to achieve their goals and prepare for local, national, and global careers.

CLOSE DATE

March 25, 2019

PROPOSED START DATE

As soon after July 2019 as a suitable candidate is identified and available.

SALARY

Compensation is commensurate with experience and qualifications.

MORE INFORMATION

For additional information or discussion, please contact search chair Dr. Shelly Nickols-Richardson via e-mail (nickrich@illinois.edu). For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

MAJOR RESPONSIBILITIES

The Associate Dean of Academic Programs will provide creative leadership, vision, and administrative oversight to promote excellence, increase enrollment, and expand diversity across academic programs within the college. The Associate Dean of Academic Programs reports to the Dean and works closely with the Associate Deans of Extension, International Programs, and Research; the department heads; the Assistant Dean for Advancement; and the Assistant Dean of Marketing Communications to facilitate, develop, elevate, and manage an effective and dynamic Office of Academic Programs for the College of ACES. The position carries 100% administrative responsibilities.

Specifically, the Associate Dean of Academic Programs will:

- Provide visionary leadership and strategic planning for undergraduate admissions policies, recruitment, scholarships, orientation, advising, student records, honors programs, study abroad opportunities, co-curricular activities, undergraduate research activities, and career advising and placement;
- Build relationships and partnerships with internal and external constituents to develop projects, generate funding, and expand the impact and visibility of ACES;
- Serve as the liaison to the Graduate College on matters of academic policy and programs concerning graduate students;
- Provide leadership of programs to recognize excellence in teaching and to provide teaching improvement opportunities for faculty, instructors, and teaching assistants through the ACES Academy of Teaching Excellence and teaching improvement workshops;
- Foster a diverse and inclusive atmosphere for learning and development through supported student programs, initiatives, and visionary leadership;
- Work with the Office of Advancement to develop and steward gifts to support scholarship and research programs;
- Engage cooperatively with the Office of International Programs on student-focused international engagement;
- Manage budget and personnel in the Office of Academic Programs; and
- Participate as a member of the ACES Executive Administrative Team in college-level decision making, serve in an advisory capacity to the dean concerning resource allocation, promotion and tenure, sabbatical leave, strategic planning, program prioritization, responses to university-level requests and initiatives, and create and manage college-level initiatives.



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*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. All tenured appointments require Board of Trustees approval. **This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.***

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO. To learn more about the university's commitment to diversity, please visit inclusiveillinois.illinois.edu.

REQUIRED QUALIFICATIONS

All candidates must hold a Ph.D. or equivalent terminal degree in a relevant field complementary with a department in the College of ACES. Candidates must have demonstrative experience with student recruitment and/or student engagement and experience in instruction with a demonstrated commitment to excellence. Candidates must be qualified for a tenured appointment at the rank of full professor. The position requires demonstrated leadership in their respective disciplines, dedication to serving students, and strong interpersonal and communication skills. Understanding of the scholarship of teaching and learning is necessary. Experience in managing budgets and administrative or leadership experience in educational programs is essential.

PREFERRED QUALIFICATIONS

Desired qualifications include involvement in national and international professional organizations, appreciation of the broad mission of a land-grant university, and acknowledgment of the importance of each of the diverse disciplines represented by ACES research programs.

ABOUT THE UNIVERSITY, COLLEGE, AND DEPARTMENT

The University of Illinois at Urbana-Champaign campus (illinois.edu) has a student enrollment of over 40,000, and nearly 2,000 faculty members. The university is located about 120 miles south of Chicago, within easy driving distance of St. Louis and Indianapolis. Our vibrant and diverse community of 110,000 offers the residential advantages of a medium-sized university city, excellent cultural opportunities, and a high quality of life.

The College of ACES, home to seven academic departments, is recognized worldwide for its commitment to excellence in undergraduate and graduate programs, teaching, research, outreach, and international programs. ACES research programs are making a difference in people's lives. Our research and education centers, located throughout the state, provide vital testing grounds where research can generate practical applications that benefit consumers, farmers, commodity groups, agricultural organizations, environmentalists, conservationists, government agencies, industry, and business. University of Illinois Extension connects the university to people, businesses, and communities statewide to help solve problems, develop skills, and build a better future. ACES faculty and staff are leaders in international engagement, addressing global challenges, and impacting lives around the world.

The Associate Dean will be located in Urbana, Illinois on the University of Illinois Urbana-Champaign campus. This is a full-time administrative position with responsibility for leading college-wide academic programs led by the Dean.

APPLICATION PROCESS

To ensure full consideration, candidates should apply by March 25, 2019. Candidates may be interviewed before March 25, however no hiring decision will be made until after that date. Please create your candidate profile at jobs.illinois.edu and upload a letter of application/interest, curriculum vita, and contact information for three (3) professional references (include name, title, address, phone, fax, email) by close of business on March 25, 2019. All requested information must be submitted for your application to be given full consideration.