



CLARK ATLANTA UNIVERSITY

School of Arts and Sciences
Office of the Dean

MEMORANDUM

TO: Ms. Valerie Vinson, Director
Human Resources
FROM: S. Williams-Kirksey, Ph.D.
Dean
RE: Renewal of Chronicle Advertisement, January
Resubmission of School of Arts and Sciences Positions Descriptions
DATE: January 18, 2012

This memorandum is written to request the resubmission of job descriptions from the School of Arts and Sciences (SAS), to the Chronicle of Higher Education, for the next January edition and to Higher Ed.Jobs.

The following positions are to be relisted:

Table with 3 columns: TITLE, RANK, SCHOOL/DEPARTMENT and POSITION, SPECIALIZATION, DEPARTMENT. Lists various academic positions such as Associate/Assistant Dean, Associate/Assistant Professor, and Assistant Professor with their respective ranks and specializations.

Thank you.

CC: Dr. Joseph P. Silver, Sr., Provost and Vice President for Academic Affairs
FILE
SAS Department Chairs: Wright, Taylor and Moore

POSITION ANNOUNCEMENT

Associate Dean

**Clark Atlanta University
School of Arts and Sciences**

Clark Atlanta University (CAU) is a comprehensive, private, urban coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts.

The School of Arts and Sciences is comprised of four divisions: Natural Science and Mathematics, Communication Arts, Social Sciences, and Humanities.

Position: Associate Dean/Assistant Dean School of Arts and Sciences

The Associate Dean supports and assists the Dean in the total operation and management of the School, with specific responsibility for academic and administrative matters. He or she is expected to provide high quality outreach and support services, and to ensure strategic priorities are effectively implemented.

Specific responsibilities include: coordinating and facilitating faculty performance evaluations and Program Assessments; the School's Promotion and Tenure and Third-Year Review process; implementing recruitment and fundraising initiatives; developing analytical reports and budgets; assisting in curriculum revision and planning; and performing other duties as assigned.

The successful candidate will have an earned doctorate in an Art and Sciences field, an ability to establish and maintain relationships with faculty, staff, students, an earned tenure at an accredited institution, and have served in an academic administrative position for five or more years.

Candidates should submit a letter of interest establishing qualifications for the position, current vitae, official transcripts, and three letters of recommendation to:

Clark Atlanta University
C/O Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

Review of applications will continue until the position is filled. Successful candidates will begin employment August 2012. Questions regarding the position can be addressed to Dr. S. Williams-Kirksey, Dean, School of Arts and Sciences, 404-880-6770.

September 2011

**Clark Atlanta University
School of Arts and Sciences
Chairperson
Department of Mass Media Arts**

Clark Atlanta University (CAU) is a comprehensive, private, urban coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts.

Clark Atlanta University is situated in the metropolitan, media-rich state's capital of Atlanta. The university has nearly 5,000 students. The Department of Mass Media Arts has more than 800 students in three areas of concentration (Journalism, Radio/TV/Film, Public Relations). In addition to the student-run FM station, the Division consists of a NPR radio station and a cable access television station, and provides direct advisement to the Panther Newspaper. The Digital Teleproduction Laboratory and the Audio Laboratory provide a stellar technology-enhanced learning environment for students.

Position: Chairperson

The Division of Communication Arts seeks candidates for the position of Chairperson. The ideal candidate should have prior administrative experience ideally at the level of department chair, the ability to establish a collective vision for the department and share this vision with faculty thus strengthening faculty's ownership of said vision, ability to develop and use resources to encourage implementation of said vision, and ability to monitor departmental progress and initiate change when necessary, a conceptual and historical grasp of contemporary issues in the intersecting worlds of video, television and film production, evidence of successful grantsmanship and funded research as well as a strong track record of scholarly research and/or professional work in at least one of the media industries represented by the concentration areas taught in the department (i.e., journalism, public relations, radio, television and film), and knowledge of ACEJMC accreditation standards and requirements. A Ph.D. degree in Mass Communication or a closely related field is required.

Applicants should submit a letter of interest establishing qualifications for the position, curriculum vitae, administrative philosophy, and evidence of quality teaching, official transcripts, and three letters of recommendation.

Clark Atlanta University
C/O Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

Screening of applications will continue until the position is filled. Successful candidates will begin employment Fall 2012. For specific questions relative to the position, please contact Professor Brenda Wright, Mass Media Arts Chair, 404-880-8304.

Position Announcement

Clark Atlanta University
School of Arts and Sciences
Assistant/Associate Professor
Department of Sociology and Criminal Justice

Clark Atlanta University (CAU) is a comprehensive, private, urban coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts.

Position: Assistant/Associate Professor

The department invites nominations and applications for two full-time tenure track faculty positions at the level of Assistant/Associate Professor in the Department of Sociology and Criminal Justice. The successful applicant will be expected to teach undergraduate and graduate courses in criminal justice, and, in research methods and statistics.

Candidates must have an earned Ph.D. in Sociology or Criminal Justice (J.D. will not meet the criteria), or related field with a specialization in criminal justice with prior teaching experience, a demonstrated record of effective teaching, a proven record of publication in scholarly journals, and funded research.

Candidates should submit a letter of interest establishing qualifications for the position, current vitae, official transcripts, and three letters of recommendation to:

Dr. Sandra Taylor, Sociology/Criminal Justice Chair
Clark Atlanta University
c/o Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

Review of applications will continue until the position is filled. Successful candidates will begin employment Fall 2012.

October 2011

Clark Atlanta University

**School of Arts and Sciences
Lecturer Position
Department of Psychology**

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Position: Lecturer

The Department of Psychology of Clark Atlanta University announces an opening for a Lecturer, 2012 – 2013.

The Psychology program at Clark Atlanta is seeking a full-time, non-tenure track lecturer (3-year renewable position) beginning with spring 2012. The area is open, though the applicants should have applied focus to their research and teaching. Courses may include General Psychology, Human Growth/Development, Independent Research, Industrial/Organizational and Statistics as well as the courses in the candidate's area of expertise. While primarily a teaching position, faculty is encouraged to participate in scholarly activity involving undergraduate students. A Master's degree is required; a Ph.D. is preferred.

Candidates should submit a letter of interest establishing qualifications for the position, current vitae, official transcripts, and three letters of recommendation.

Clark Atlanta University
C/O Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

Review of applications will continue until the position is filled. The successful candidate could begin employment Spring 2012. Questions regarding the position can be addressed by Dr. Timothy Moore, Psychology Chair, 404 880-8236.

Clark Atlanta University

**School of Arts and Sciences
Assistant Professor
Department of Psychology**

Clark Atlanta University (CAU) is a comprehensive, private, urban coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts.

Position: Assistant Professor

The Department of Psychology of Clark Atlanta University announces openings for two tenure-track positions at the Assistant Professor level.

The candidate selected will teach two - four of the following courses: General Psychology, Statistics, History and Systems of Psychology, Social Psychology, Social/Personality Development, Abnormal Psychology, Psychological Testing, Human Sexuality, and Senior Seminar.

Teaching experience is highly desirable, and candidate who are Licensed Clinicians are sought. Successful applicants will also show evidence of scholarly productivity.

Candidates should submit a letter of interest establishing qualifications for the position, current vitae, official transcripts, and three letters of recommendation.

Clark Atlanta University
C/O Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

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Clark Atlanta University

**School of Arts and Sciences
Assistant/Associate Professor – Public Relations
Department of Mass Media Arts**

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Position: Assistant/Associate Professor – Public Relations

The Division of Communication Arts at Clark Atlanta University seeks candidates for the position of Assistant/Associate Professor of the Department of Mass Media Arts.

Candidates must hold a Ph.D. in Mass Communications or appropriate discipline. Two to five years of teaching at the university level and/or five to ten years of comparable professional experience are required.

The Mass Media Arts Department is seeking the following knowledge, skills and abilities:

- Strong conceptual and historical grasp of contemporary issues in the intersecting worlds of media and communication
- Successful university level teaching and comparable professional experience in media communication; knowledge and experience with convergence media and related new technology required
- Ability to work with professional colleagues reflecting a variety of approaches to communication

Candidates should submit a letter of interest establishing qualifications for the position, current vitae, official transcripts, and three letters of recommendation.

Clark Atlanta University
C/O Human Resources Department
223 James P. Brawley Drive S.W.
Atlanta, GA 30314-4391

Review of applications will continue until the position is filled. Successful candidates will begin employment Fall 2012. Specific questions related to the position can be addressed to Professor Brenda Wright, Mass Media Arts Chair, 404-880-8304.