

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