Job Description

Job Title: Dean for Arts and Humanities
Job ID: 4687
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES
The Dean, reporting to senior executive management, oversees a school, division, academic program and/or function to enhance its profile, visibility, and effectiveness. He/she develops long- and short-range plans, and exercises management responsibility for academic program planning, faculty matters, and administration, including staffing, budgets, and facilities. He/she fosters a high-quality environment of academic teaching, research, and intellectual achievement, and creates and strengthens partnerships within and outside the College as a strong advocate.

CAMPUS SPECIFIC INFORMATION
The Dean provides academic and administrative leadership for the undergraduate and graduate programs within the School and participates in the development of college-wide policies. She/he supervises ten academic departments: African and African American Studies; Art; English; History; Journalism, Communication and Theatre; Languages and Literatures; Latin American and Puerto Rican Studies; Music; Philosophy; and Speech Language Hearing Sciences. The Dean's portfolio includes the Institute for Irish American Studies and programs such as Women's Studies and The City and Humanities, along with Lehman Stages and the Speech and Hearing Clinic. The position also serves as liaison to Celia Cruz High School of Music and the High School for American Studies at Lehman College. The Dean reports to the Provost/Senior Vice President for Academic Affairs and serves as a member of the Provost's Council and Dean's Council, through which the Dean participates in the formulation, evaluation and administration of College policy.

Responsibilities of the Dean include:
- Providing visionary and strategic leadership for the School of Arts and Humanities.
- Supporting high quality teaching, faculty research, and creative and professional activities.
- Providing leadership that encourages research grants, expanded advancement effort, and public/private partnerships.
- Ensuring effective management of financial resources including budget planning and management.
- Supporting faculty recruitment, review and development.
- Fostering academic planning and innovative curricular and scholarly development.
- Enhancing the School and College profile, resource streams and engagement with alumni and the community.
- Supporting the College's commitment to diversity.

MINIMUM 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. Additional qualifications are defined below by the College.

OTHER QUALIFICATIONS
An earned Doctorate in one of the disciplines or interdisciplinary areas of study within the School; a record of academic achievement in the discipline meriting appointment as a tenured full Professor; University teaching experience complemented by a superior research and scholarly record; a record of proven leadership and administrative experience related to the work of the School; understanding of the internal research, and creative needs of undergraduate and graduate programs in the liberal arts, interdisciplinary studies and professional disciplines; demonstrated success in obtaining federal, state or private grants, experience in fiscal affairs, faculty and staff development, and promoting university and community relations; ability to collaborate effectively with faculty, staff, students, and the broader educational community; demonstrated effectiveness working in a multi-cultural environment; and evidence of a strong commitment to the goals of urban public higher education serving diverse populations.

COMPENSATION
Salary commensurate with experience.

BENEFITS
CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY
To apply, go to www.cuny.edu, select "Employment," and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

In addition, submit by email a letter of application, outlining experience in academic administration, scholarship, and teaching, and interest in public higher education, along with a complete CV and the names of three references with phone and email contact information. Send to deanssearch.ah@lehman.cuny.edu.

CLOSING DATE
Open until filled with review of CVs to begin on November 17, 2011.

JOB SEARCH CATEGORY
CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.