Job Description

**Job Title:** Dean of Education
**Job ID:** 3514
**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.

**CONTRACT TITLE**

Dean

**FLSA**

Exempt

**CAMPUS SPECIFIC INFORMATION**

The Dean of Education provides academic and administrative leadership within the context of a dynamic college-wide commitment to public education. S/he oversees the undergraduate and graduate programs in the Division of Education and supervises three academic departments comprised of 44 full-time faculty members, and support professionals: Early Childhood & Childhood Education, Middle & High School Education, and Counseling, Leadership, Literacy, and Special Education. The Dean also has responsibility for three centers and institutes: the Bronx Institute, the Center for School/College Collaboratives, and the Institute for Literacy Studies, all of which conduct research and action projects in partnership with schools. The Dean collaborates with other campuses and with the New York City Department of Education to develop new school-based programs, enact CUNY initiatives, and otherwise promote teacher quality, educational equity, and student achievement.

The Dean of Education reports to the Provost/Senior Vice President for Academic Affairs and serves as a member of the Provost's Council, through which the Dean participates in the formulation, administration and evaluation of College policy.

Position to begin: July 1, 2011

**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**

https://hrsa.cunyfirst.cuny.edu/psc/cnyhcprd/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_J... 10/18/2010
An earned doctorate in one of the disciplines within the Division or a related field with a minimum of eight (8) years related experience and a record of distinguished academic achievement appropriate for appointment as a tenured full professor in an academic department in the Division. A record of proven leadership and administrative experience related to the work of the Division; demonstrated success in obtaining extramural funding through sponsored programs and fundraising; experience with the development and implementation of accreditation processes and initiatives; experience with budgets and fiscal management, faculty and staff professional development, and in promoting university and community relations including school-college collaborations; facility with the potential of instructional technologies to enhance and reshape educational programs; and a deep commitment to the goals of urban, public higher education serving diverse populations.

COMPENSATION
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
Send a cover letter, CV, a list of five references to the search committee at deansearch.education@lehman.cuny.edu

The complete position profile is posted to the webpage for the Office of the Provost http://www.lehman.edu/provost

CLOSING DATE
Open until filled with review of applications to begin November 22, 2010.

EQUAL EMPLOYMENT OPPORTUNITY
The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.