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## Inscapes, 1982-05-27

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# INSCAPES

Special Edition

May 27, 1982



TO: Faculty, Professional Staff and Administrators of Governors  
State University

FROM: Professor Paul Schranz, Chairperson  
Search Committee for the Dean of the College of Arts and Sciences

DATE: May 26, 1982

President Goodman-Malamuth has reinstated the Search and Screening Committee for the Dean of the College of Arts and Sciences. The charge of the committee is to initiate an internal search to fill the position on a permanent basis. The procedures for the committee will be those utilized in filling acting appointments as outlined in the Search Procedures Manual.

Qualified candidates are asked to read the attached position description carefully and to reply with a letter of intent and resume by noon, June 7, 1982.

The President hopes to submit his recommendations to the Board of Governors at the July Board meeting. The position becomes effective August 2, 1982.

## GENERAL DESCRIPTION

The Dean of the College of Arts and Sciences is the Chief Administrative Officer of that College, and reports directly to the Provost/Vice President for Academic Affairs.

The College of Arts and Sciences currently comprises approximately fifty full-time faculty members in such disciplines as: literature, physical and life sciences; philosophy and social science; speech and theatre; journalism, photography/film, television; fine art and art history; music; mathematics and computer science; intercultural studies; women's studies; urban, environmental, and community studies.

## RESPONSIBILITIES

As the principal academic and administrative representative of the College the Dean

- provides for the continuing review, improvement and development of the academic programs in the arts and sciences;
- provides appropriate support and an atmosphere conducive for faculty to pursue their own professional development, especially in the area of research;
- provides academic leadership in promoting liberal education within the University;

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- ensures that adequate plans for fiscal and physical resources are made in conjunction with the University's long-range plans;
- ensures that the College's interests are aggressively represented to the University and Board of Governors;
- ensures that research and creative activities of faculty are enhanced through application of fair and equitable administrative policies;
- ensures that the day-to-day operations of the College proceed smoothly by working with division chairs, faculty, and staff;
- ensures that competent management procedures are implemented including reasonable delegation of authority and development of rational organizational structures and communication systems;
- ensures that a master plan for recruitment of students is developed and that leadership and incentives are provided for faculty participation.

## QUALIFICATIONS

Earned doctorate or terminal degree in a discipline traditionally included among the arts and sciences.

Effective teaching in the arts and sciences and at least one year of successful experience as an academic administrator at an accredited college/university.

Scholarly excellence as evidenced by such accomplishments as research, publications or other scholarly activities.

An understanding of current trends in liberal education and the management and leadership skills needed to promote and revitalize this educational component in terms of curriculum, funding and enrollment.

Sensitivity to needs of commuting students, especially to adult learners and students from different cultural backgrounds.

## DEADLINE

Resume must be received in the Provost's Office by Noon, June 7, 1982.

Applications/resumes or nominations should be sent to:

Professor Paul Schranz, Chair  
Search Committee for Dean of  
the College of Arts & Sciences  
c/o Office of the Provost  
Governors State University

## STARTING DATE

August 2, 1982.

Governors State University is an equal opportunity, affirmative action university and invites applications from women, minorities and handicapped persons.

## SALARY

Competitive.