

Dean, College of Arts and Sciences

Reports to: Chief Academic Officer

Duties and responsibilities:

- Provide leadership for the College of Arts and Sciences and its Departments/Schools including: Dear School of Creative and Performing Arts (Music, Art, Theatre/Dance, New Media, Journalism, and Communication Arts), Criminal Justice, Louisiana Scholars' College, Math, Biology and Physical Sciences
- Plan and Implement: programs, budget development and management, staff supervision and evaluation, policy development, College records, long-range planning
- Participate in all official Northwestern State University functions labeled as such by the CAO and/or President (e.g. Commencement)
- Be committed to excellence in teaching, service, and professional growth and scholarship
- Utilizes a variety of proven teaching methods appropriate to targeted domain of learning.
- Evaluates faculty, students, and reports progress.
- Participates in periodic review of course materials and curriculum.
- Maintains appropriate expertise and competencies through continuing professional development and pursuit of scholarly activities.
- Demonstrates knowledge of College goals and objectives
- Participates in faculty meetings and serves on all appropriate program and committees university-wide
- Participates in scholarly activities including: grant writing, research, scholarly publication, and presentations.
- Maintains confidentiality in accordance with federal laws and program policy.
- Represents school in professional manner in all activities.
- Engage in professional service

Qualifications:

- Shall be credentialed and in good standing by relative credentialing agencies, if appropriate.
- Shall be qualified to teach in field of study.
- Shall be effective in teaching the assigned subject material.
- Shall meet the required standards defined by the University.
- Shall be proficient in curriculum development, instruction, evaluation and academic counseling.
- Shall hold a terminal degree.