



UNIVERSITY OF GEORGIA (UGA) • COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES (CAES)

POSITION DESCRIPTION

CLASSIFICATION TITLE: Associate Dean AC

Class Code: 304x00

WORKING TITLE: Associate Dean for Academic and Faculty Affairs

POSITION SUMMARY: As a Senior member of the Executive Leadership Team (ELT) for the College, this position requires visionary leadership in the development and implementation of strategic goals and objectives and in the management and administration of the Academic and Faculty Affairs programs for the College of Agricultural and Environmental Sciences. The College's nine academic departments and 44 programs are attractive and accessible to a diverse student body, including first-time freshmen, transfer students, adult learning, military-affiliated students, international students, and first-generation students. The Associate Dean ensures creative and robust recruitment of a diverse student body for current and emerging programs, supports the effective delivery and management of instructional programs, searches for and expands opportunities for students to experience cutting-edge technologies and experiences, and effectively manages the academic budget for the College to forward strategic goals. The Associate Dean is a nine-month position, with two months of summer salary provided. Allocation of appointment is 80% Administration and 20% Instruction. More information about the College can be found at <https://www.caes.uga.edu/>.

SUPERVISOR: Dean and Director of the College of Agricultural and Environmental Sciences

RESPONSIBILITIES:

Executive Leadership Team participation and Strategic Planning:

1. Functions as a key member of the Dean's Leadership Team in the development of strategic goals and objectives. Provides effective counsel for strategies and processes as it relates to the academic and student success missions of the College. Pursues opportunities to collaborate with the College's research and extension mission areas.
2. Investigates and participates in outreach activities to various industry partners and stakeholders for the purpose of educational, student internships, entrepreneurship, and development opportunities.
3. Oversees the execution of strategic plan initiatives related to undergraduate and graduate programs, growth of undergraduate and graduate students, credit hour production, and observing any instructional gaps or emerging educational trends.
4. Participates in University service roles and activities that advance the reputation and professionalism of CAES. Works proactively with the UGA Office of Faculty Affairs, the Provost's Office, and the Office of Instruction in the coordination of academic programs and faculty governance.
5. Provides leadership and oversight in faculty governance issues and support for the College's Promotion and Tenure practices, and faculty performance review processes.
6. The Associate Dean is administratively responsible to the Dean and Director of the College of Agricultural and Environmental Sciences of the University of Georgia and will work closely with the Associate Dean for Research and the Associate Dean for Cooperative Extension, the Assistant Dean of the Tifton Campus, the Assistant Provost and Director of the Griffin Campus, the Senior Director of Finance and Administration, and Academic Department Heads to ensure a coordination of efforts within the College.

Academic programs and student affairs:

1. Provides counsel, as needed, with proposals for the development of new academic programs, centers, or initiatives. Reviews strategic hiring plans submitted to the ELT, in support of these initiatives. Assists Department Heads with long-range strategic planning and policy development for teaching, research, and outreach in the College.
2. Leads and provides oversight of student recruitment initiatives to ensure a diverse student population. Ensures proactive and creative initiatives in student recruitment, effectively coordinating the needs of academic units, faculty, student populations, and other educational institutions.
3. Provides leadership and ensures an effective organizational response to student and faculty recruitment to address CAES' commitment to a diverse student body and faculty. Supports opportunities for high school scholars and internships.

4. Provides leadership in improving existing academic programs, particularly with regard to evidence-based teaching, prioritizing inclusion in student programming, and practicing effective evaluation of teaching.
5. Provides College leadership in any academic program accreditation reviews.

Resource and budget management:

1. Effectively allocates Instructional/Academic Affairs budget to advance scholarships and provide an equitable distribution of funds.
2. Collaborates with the Dean and CAES Development on building private funds for endowments, scholarships, student financial support, etc.
3. Effectively communicates in a timely manner Tuition Incentive Programs, instructional design and teaching training, and educational opportunities for faculty.

REQUIRED QUALIFICATIONS:

1. An earned doctorate and qualifications for the rank of full professor in one of the academic departments represented within the College of Agricultural and Environmental Sciences.
 - a. To be eligible for tenure upon appointment, candidates must have been tenured at a prior institution, and bring a demonstrably national reputation to the institution. Candidates must be approved for tenure upon appointment before hire. For more information regarding the rank and tenure on appointment, please see the [UGA Guidelines for Appointment, Promotion and Tenure](#).
2. One year of budget and/or fiscal management experience.

RELEVANT/PREFERRED EXPERIENCE, SKILLS AND ABILITIES:

1. Five years of experience in administrative leadership.
2. Three years of budget and/or fiscal management experience.
3. A proven record that demonstrates ability in instruction, administration, public relations, policy formulation and personnel management from prior positions such as Department Head, Assistant Dean, Associate Dean, or Director.
4. A demonstrated track record of recruitment of a diverse student body.
5. A demonstrated track record in the scholarship of teaching and learning.
6. A demonstrated track record working with experiential learning.
7. The ability to provide state-wide and national leadership in pursuit of quality agricultural educational programs and cooperating and working closely with College leadership.

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton.

UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

As one of the top public universities in the nation, UGA offers a culture of academic excellence and opportunity made all the richer by our renowned faculty, diverse community of scholar-citizens, and vibrant student life program.

Applications: Applicant screening will begin immediately. Candidates are encouraged to submit their materials by Thursday, July 6, 2023; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant's credentials and experience meet the needs, responsibilities, and qualifications stated above; a current resume; and contact information for three references (who will not be contacted without further correspondence with the applicant).

All applicants must apply online at <https://www.ugajobsearch.com>. Please see the job posting at: <https://www.ugajobsearch.com/postings/319214>

To request a descriptive **Opportunity Profile** for this position, provide a nomination, or seek additional information, please contact Anjanette Russell, Primary Consultant with the UGA Search Group, 770-596-7596 or adsmith@uga.edu. Letters of recommendation or a simple nomination should include the name and contact information for the nominee.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).