



Position Announcement
Dean School of Business
School of Business

SUMMARY

This Dean is responsible for overseeing all matters related to the academic programs offered by School of Business: curriculum development; staffing (recruitment, hiring, workload, evaluation and professional development); student complaints/grievances; budgeting and planning; program assessment; and resource development/grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership in the planning, development, and effective implementation of academic programs at the undergraduate and graduate levels, including international programs.
2. Convenes faculty meetings for the School of Business, chairs the meetings, supervises deliberations, and responds to advice. Represents the School on the Academic Council, Curriculum, Educational Policy and Assessment Committee, Graduate School Committee, and other relevant committees of the University.
3. Conducts cyclical review of academic programs and presents recommendations for continuous improvement, including preparation for and conducting review for professional accreditation.
4. Oversees publication of the promotional materials and monitors marketing and student recruitment plans for the School of Business.
5. Collaborates on University advancement and development activities.
6. Develops, recommends, and monitors the School budget.
7. Promotes effective student advisement and ensures consistent adherence to policies published in student and faculty handbooks and the University Catalogs, including College and University grievance procedures.
8. Provides leadership in advocating for the traditional hallmarks of excellence in higher education by encouraging and facilitating high standards of academic quality through appointment of appropriately credentialed faculty, admission of qualified students, and high expectations for student achievement and program assessment.
9. Monitors retention and graduation rates for programs offered by the School of Business and develops strategies to address concerns.
10. Fosters cooperation, coordination, and understanding among the departments of the School of Business, with the other colleges/schools and offices of the University, and with the University administration.
11. Other duties as assigned

EDUCATION AND EXPERIENCE

Doctoral degree in business administration or related field required. Minimum five (5) years full-time university teaching. Excellent interpersonal skills including ability to work cooperatively with faculty and departmental staff and students. Excellent communication skills. Demonstrated ability to exercise initiative, independent judgement, tact and diplomacy. Positive service-oriented attitude and follow-through to plan, organize, and manage a diverse workload with attention to detail. Demonstrated ability with successful grant writing.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees (faculty and staff) and/or student workers; addressing complaints and resolving problems.

Candidates should submit a letter of interest, curriculum vitae, and the names of three references to Roger Steele, faculty Contract Specialist at Madonna University, 36600 Schoolcraft Road, Livonia, MI 48150 or rasteele@madonna.edu.

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to

excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.