

# NOTICE OF VACANCY

**POSITION TITLE:** Associate Dean of the School of Arts and Humanities

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**COMPENSATION:** \$10,000 - \$15,000 stipend; Commensurate with experience

**REPORTS TO:** Dean of the School of Arts and Humanities

**POSITION DETAILS:** 12-month position under an annual contract; Refer to "Time Commitment & Expectations" below

**START DATE:** July 1, 2025; Negotiable

Per the Faculty Handbook, Academic programs are organized and administered through academic Schools, each headed by a Dean. The Associate Dean is appointed by the Dean and approved by the Vice President of Academic Affairs in consultation with the President of the University.

The Associate Dean reports directly to the School Dean. The term of each Associate Dean is at the discretion of the Dean and the Vice President of Academic Affairs in consultation with the President of the University but is expected to be for an initial term of two academic years. The Vice President for Academic Affairs will annually solicit input from faculty members in the school and the Dean regarding performance and execution of duties.

## **POSITION SUMMARY:**

The Associate Dean of Arts and Humanities plays a critical leadership role within an interdisciplinary school, providing strategic and day-to-day operational support to the Dean. This position ensures the efficient management of academic, administrative, and financial processes across departments and programs in the Arts and Humanities. The Associate Dean is a key liaison between the Dean's Office and faculty, staff, and campus partners, helping to implement initiatives, coordinate resources, and maintain alignment with institutional goals.

A highly organized and detail-oriented professional, the Associate Dean excels in project management, policy implementation, and cross-functional collaboration. They oversee key operational functions such as budgeting, staffing, scheduling, and assessment, ensuring consistency, compliance, and excellence in service delivery. With a strong commitment to academic integrity, equity, and interdisciplinary engagement, the Associate Dean supports the college's mission by fostering a responsive and effective administrative environment that empowers teaching and creative practice.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **1. School Operations:**

- a. As a key collaborator with the Dean, the Associate Dean works collegially with coordinators, program directors, faculty, and university stakeholders to ensure continuous improvement and innovation in academic programming.
- b. The Associate Dean will assist the Dean with development, review, and enhancement of academic programs within the school as well as preparation of reports.
- c. Provide input on daily operations and scheduling such as classroom utilization, faculty scheduling, course rotation, classroom assignment, and space planning.
- d. Assist the Dean with academic program proposals including new programs, concurrent planning, degree planning, processing curricular changes, and closures.
- e. Assist with academic program review processes and ensure compliance with institutional, state, and federal regulations and accreditation standards.
- f. Work collaboratively with the Dean to provide leadership in strategic planning and special projects including but not limited to school budgets, grants, and events.

### **2. Assessment:**

- a. The Associate Dean, in collaboration with the Director of Assessment, will lead assessment efforts for the programs in their School, providing guidance and encouraging participation from all faculty members.
- b. The Associate Dean will evaluate student learning outcomes and metrics in collaboration with the Office of Assessment to determine program effectiveness.

### **3. Communication:**

- a. The Associate Dean will assist in communication between academic and other institutional offices as needed including Student Success, the Registrar's Office, Admissions, and Financial Aid
- b. The Associate Dean will maintain a respectful and productive working environment, including documenting and resolving conflicts when they can and reporting

information to the Dean or other appropriate parties in a timely manner.

- c. The Associate Dean will demonstrate leadership by regularly attending faculty, School, and University meetings and by encouraging all faculty to attend.
- d. The Associate Dean represents the School and the institution in a responsible and effective way.

#### **4. Faculty Development:**

- a. The Associate Dean will assist the Dean in identifying and addressing faculty needs at both full-time and adjunct levels.
- b. While Deans are responsible for preparing annual faculty evaluations (Administrative Reviews) that are objective, thoughtful, and accurate, the Associate Dean may assist in efficient processing of these reports for the Dean.
- c. The Associate Dean may act as a mentor and assist faculty with understanding process and procedures, as well as assist the Dean with general onboarding of new faculty.

#### **5. Advising:**

- a. As advising is one of the keys to program growth and student retention, the Associate Dean is an active advisor of majors and minors. The Associate Dean also helps train faculty so that they are effective advisors and works productively with the Student Success Center to support students across their enrollment at the university.

#### **6. General Administration:**

- a. The Associate Dean will serve on Dean's Council, Academic Council, Retention Committee, and other university committees as appropriate. Performed satisfactorily, this service will satisfy university service expectations for the purposes of annual evaluation, tenure and promotion.
- b. The Associate Dean will assist the Dean with management of School resources, including personnel, space, equipment, and finances.
- c. The Associate Dean will coordinate and respond to requests for information in a

timely fashion and are responsible for the preparation of reports as needed.

- d. When appropriate, the Associate Dean may assist the Dean with the management of external grants, special programs, and development projects.
- e. The Associate Dean is responsible for working with the Dean and administrative assistant to process administrative paperwork (course proposals, purchase orders, etc.) in a timely manner.
- f. All duties and responsibilities as described in the Faculty Handbook including their role as full-time members of the faculty with teaching responsibilities.
- g. Other duties as requested by the Dean or VPAA.

### **TIME COMMITMENT & EXPECTATIONS:**

#### **Academic Year (Fall & Spring)**

- Teach 6 load hours per term.
- Maintain availability during regular University hours.
- Dedicate at least 20 hours per week to office presence and related duties.
- Attend meetings and fulfill leadership responsibilities as needed.
- Be on campus the full week before the fall term and three full business days before the spring term.
- Remain on campus the full week after the final exams in both semesters.

#### **Summer Term**

- Teach 3 load hours and contribute 3 hours weekly to administrative duties.
- Be available for 10 hours weekly in the office or for administrative meetings.
- Be on campus three full business days before the summer term and on the grade submission date (or nearest business day).
- Be present for all Independent Study enrollment days.

#### **Other**

- Time away from campus requires prior approval from the Dean and VPAA.
- This is a 12-month position under an annual contract.

### **QUALIFICATIONS, EDUCATION, & EXPERIENCE:**

- Appropriate terminal degree in hand
- At least two (2) years of full-time tenure-track faculty service at USAO in any School

### **PREFERRED QUALIFICATIONS:**

- Tenure and rank of Associate Professor or Professor

- Appointment in one of the disciplines included in the School
- Demonstrated accomplishments in and commitment to committee service and other aspects of USAO life.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee is frequently required to communicate verbally and aurally. The role also requires the ability to see clearly at close range.
- The employee is frequently required to sit or stand for extended periods.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**ABOUT USAO:**

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience." For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.