



The University of Georgia
College of Family and Consumer Sciences®

NOTICE OF VACANCY
Associate Dean for Academic Programs
College of Family and Consumer Sciences
The University of Georgia, Athens

The College of Family and Consumer Sciences (FACS) seeks an internal candidate to serve as its Associate Dean for Academic Programs. The position is a 12-month, four-year renewable appointment and begins February 1, 2012 or as negotiated.

GENERAL INFORMATION

The Associate Dean (AD) plays a critical leadership role in assuring UGA Family and Consumer Sciences (FACS) achieves its mission of providing excellence in a teaching/learning environment dedicated to serve a diverse and well-prepared student body, to promote high levels of faculty and student achievement, and to provide appropriate academic support in all programs relevant to the offerings of Family and Consumer Sciences.

The AD reports directly to the Dean of FACS. The AD will foster integrated approaches to assessment and accreditation, curriculum processes, student affairs, and technology by providing strong and effective leadership of FACS faculty at UGA and in collaboration with other affiliated institutions and accrediting bodies. The AD will collaborate and communicate with administrators across the university to facilitate curricula changes within the college, oversee the Student Services Office, and serve in a coordinating role for facilities and technology in the college. The AD will facilitate the continuation and expansion of the college's national leadership in innovative teaching programs, research, public service, and resource acquisition. The AD will work at the regional and national level to establish an agenda of planned activities leading to stable and improved enrollments, funding, and commitment to excellence in preparing the next generation of graduates in family and consumer sciences.

LINE OF RESPONSIBILITY

The Associate Dean for Academic Programs reports to the Dean of the College FACS and is responsible for over-seeing FACS academic programs.

QUALIFICATIONS

Required Qualifications

- Earned doctorate and rank of Associate Professor with tenure in the College of Family and Consumer Sciences.
- Evidence of effective teaching through peer recognition and awards for dedication to quality instruction and overall commitment to engaging and stimulating students to learn.

Preferred Qualifications

- Earned doctorate and rank of Professor with tenure in the College of Family and Consumer Sciences.
- Evidence of scholarly activity related to higher education administration, or related to pedagogy.
- Evidence of effective communication and collaboration skills with academic department heads and faculty, university units in support of academic programs, support staff, and diverse internal constituencies.
- Demonstrated ability to interact effectively with internal and external constituencies.
- Demonstrated commitment to actively increasing the diversity of the faculty and staff and serving a diverse student body.
- Ability to take on new responsibilities and work effectively in an environment of change.
- Promotion of effective use of distance education and meeting technologies.
- Demonstrated administrative and organizational skills, as evidenced by successful performance in: personnel management; budget and fiscal management; program planning, management, oversight and evaluation; and resource procurement including grants and contracts.

RESPONSIBILITIES

- Provide leadership by articulating a compelling vision for the positive future of UGA family and consumer sciences academic programs and motivating internal and external constituencies to work collaboratively to achieve that vision.
- Execute programmatic and fiscal responsibilities of the College of Family and Consumer Sciences with particular emphasis on facilities and technology in the college.
- Provide leadership of academic programs activities within the College of Family and Consumer Sciences, while serving as a member of the College's integrated leadership teams.

- Monitor processes that assure the good stewardship of a state allocated budget and a federal allocated budget, and competitive grants and contracts.
- Lead a team of committed undergraduate advisors and other staff supporting academic programs and successful student experiences.
- Encourage program innovation, entrepreneurship, flexibility and responsiveness.
- Collaborate with college deans, associate deans, directors and staff to build and promote programs which result in access to FACS teaching programs.
- Collaborate with the Vice President for Instruction, Vice President for Student Affairs and the Office of Educational Affairs, Office of Legal Affairs, Admissions Office, Office of International Education, and UGA Griffin Campus, to build enrollment, capacity and effectiveness in the delivery of undergraduate education.
- Collaborate with the FACS Development and External Relations and UGA Foundation to communicate and raise private funds that help carry out the mission of FACS academic programs.
- Represent the college on university committees, task forces, and to agencies and professional organizations. Serve on committees including but not limited to Faculty Activity Repository (FAR) Coordinator, Faculty & GTA/GLA Credentialing, and Student Learning Outcomes Assessment.
- Supervise direct reports, including performance evaluations and promotion processes.

SALARY

Commensurate with qualifications and experience. Salary includes additional summer months salary to convert 9-month appointment to 12-months and a temporary administrative stipend.

APPLICATION PROCEDURE

Applications received by **January 12, 2012** will receive full consideration. Position is open until filled.

To apply submit a detailed letter of application addressing the required and preferred qualifications, a statement of vision for UGA FACS academic programs, a resume/vita, and letters from three references to Ms. Becky Price, Administrative Specialist, College of Family and Consumer Sciences, 224 Dawson Hall, The University of Georgia, Athens, Georgia, 30602, rprice@fcs.uga.edu, 706-542-4879. Inquiries about the position may be directed to Dr. Jay A. Mancini, Hiltiwanger Distinguished Professor, Search Committee Chair, mancini@uga.edu.

The University of Georgia is an Equal Opportunity, Affirmative Action Institution. The College encourages applications from all qualified persons and does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, or sexual orientation.