Moravian University, the nation’s sixth oldest college institution, and a master’s comprehensive university, seeks an energetic, talented, and collaborative leader to serve as an Associate Provost and Dean of the Moravian College of Arts & Sciences. The College of Arts & Sciences includes the following departments and programs: Art, Biochemistry, Biological Sciences, Chemistry, Economics and Business, Education, English, Environmental Sciences & Studies, Global Religions, History, Mathematics & Computer Science, Music, Modern Languages & Literatures, Neuroscience, Philosophy, Physics & Earth Science, Political Science, Psychology, and Sociology & Anthropology, as well as several interdisciplinary minors and certificates.

The Associate Provost & Dean will be a part of the Office of the Provost, whose mission & goals are stated below:

**The Office of the Provost collaborates across the university to foster a diverse, inclusive, equitable, and civil environment, in order to lead and support transformative teaching and learning experiences, research, creative endeavors, and service opportunities.**

**Goals:**
- Provide an environment that supports students’ preparation for meaningful lives and fulfilling careers;
- Support faculty and staff in pursuit of their professional aspirations and personal well-being;
- Help students, faculty, staff, alumni, and community partners move towards more equitable and sustainable institutions and society;
- Articulate the value of the individuality and plurality of disciplines represented in our academic programs and the value of higher education; and
- Model personal responsibility and accountability for our collective work.

In addition, the Associate Provost/Dean will assist in implementing the university’s strategic plan. The Associate Provost/Dean provides stewardship of university-wide
academic programming, including the development of new programs and revision of existing programs to meet the needs of the changing student population. The Associate Provost/Dean will be a collaborative and inspiring leader, working with faculty to promote entrepreneurship and innovation while building and improving partnerships within the institution and within the local and regional communities. The development of interdisciplinary programs and partnering within the college and across the divisions of the institution is an integral part of the work of the Associate Provost/Dean.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
• Work to fulfill the mission and goals of the institution, the Office of the Provost, the Strategic Plan, and the programs housed within the College of Arts & Sciences.
• Promote the generation of ideas, programs, and ways of doing that help the institution to meet its mission and strategic goals, and to provide educational options and opportunities for current and future students from a variety of backgrounds.
• Lead specific university-wide academic initiatives in academic affairs delegated to the Associate Provost by the Provost.
• Model behavior, thinking, and activities which focus demonstrate consideration of diversity, equity, and inclusion.
• Establish, monitor, and evaluate key performance metrics; conduct timely analysis of course information; maintain accountability within each department/program/school via data-driven tracking of performance metrics.
• Work with the VP for Enrollment and the Dean for Student Success on enrollment management initiatives, including improvement of retention and graduation rates.

PROGRAM DEVELOPMENT & STEWARDSHIP
• Develop innovative programs and policies in undergraduate, graduate, and continuing education, including effective use of instructional technology to improve teaching and learning across all programs.
• Use data informed decision making in assessment and in proposing curricular additions, subtractions, and other modifications.
• Ensure consistent, regular, and periodic assessment of programs and courses within the institution’s assessment plans, and that the assessment data is used to improve courses and programs.
• Provide key leadership to graduate programs, the undergraduate general education program, and university-level assessment and accreditation initiatives;

**FACULTY MENTORSHIP, SUPPORT, AND REVIEW**
• Sit on the Tenure, Promotion, and Review Committee as an ex officio, non-voting member; for faculty in the College of Arts & Sciences, read and respond to reviews, make a recommendation on tenure and/or promotion to the provost. Ensure that regular evaluations of faculty and staff within the College are performed in accordance with policies and procedures outlined in the faculty and employee handbooks.
• Support searches for faculty and staff to maintain and build strengths in departments, programs, schools, and the institution in general.
• Cultivate an environment that stimulates outstanding teaching, scholarship, and creative activity with the College of Arts & Sciences.
• Work with deans, chairs, and program directors to mentor early career faculty to ensure strong preparation for the tenure and promotion process, and to mentor mid-career faculty towards a successful promotion and/or other leadership roles.

**COMMUNICATION AND COMMUNITY-BUILDING**
• Build a community within the college that promotes trust, respect and collegiality
• Facilitate conversations and communications that maintain strong relationships within the schools and the college.
• Promote and celebrate the strength of the programs and achievements of faculty, students, and staff in the College.
• Model and promote thinking and work among faculty and staff which is interdisciplinary, and considers how individuals and programs can serve the university more broadly.
• Communicate strategic plans, initiatives from the president and the provost to faculty and staff, and solicit feedback from faculty and staff to the provost, president, and other stakeholders.
• Ensure that diversity, equity, and inclusion are a part of daily operations, teaching, and learning.

**OTHER ADMINISTRATIVE RESPONSIBILITIES**
• Assist as appropriate with accreditation work, both institutional and programmatic.
• Represent the institution in the broader community.
• Oversee staff and programs that are associated with relevant academic programs and departments.
• Other duties as assigned by the Provost.

QUALIFICATIONS: The Associate Provost and Dean of the College of Arts and Sciences should be a collaborative, equity-minded academic leader and administrator with the talent and organizational skills to develop and lead a sophisticated and experienced faculty. The Associate Provost/Dean will have earned a doctoral degree (PhD, EdD, or equivalent) and demonstrated college teaching experience. In addition, a successful record of academic research and scholarship and credentials appropriate for full rank and tenure in an academic department (preferably, in a discipline with the College of Arts & Sciences), and evidence of a focus on diversity, equity, and inclusion are requisite. Prior academic administrative leadership experience is preferred, with demonstrated outstanding managerial skills and the abilities to analyze and evaluate self and others’ performance and to develop plans toward ongoing performance enhancement. They will be deeply committed both to the values of the New American Colleges and Universities and the core personal values of integrity, collegiality, and respect for others. Finally, the Associate Provost/Dean will provide visionary leadership to foster excellence in all aspects of faculty values and mission.

Preferred Attributes and Qualifications:
• Leadership experience with both undergraduate and graduate academic programs, and experience with both online and face-to-face teaching environments.
• An ability to serve as a thoughtful academic leader who can build consensus affecting the short-term while laying the foundation for medium- and long-term changes.
• A blend of academic, leadership, and management astuteness that draws in academic departments, builds a team, and inspires those involved in Academic Affairs.
• Experience with developing and implementing new academic programs, and with academic technologies.
• Deep commitment to the ideals of a liberal arts education.
• Demonstrated experience, expertise, and vision in the development of community partnerships to support faculty and enhance the student educational experience.
Moravian University is being assisted with the search by Hyatt – Fennell, Executive Search. Application materials should be submitted via email to MoravianCAS@hyatt-fennell.com. Applications include a letter of interest, a current résumé/cv, and contact information for five professional references, submitted in separate documents. Applications will be reviewed as they are received. **Deadline for submission is April 11, 2022.** All applications and nominations will be considered highly confidential. Salary is commensurate with qualifications.

For more information:
Cheryl Hyatt - 724-242-0476
MoravianCAS@hyatt-fennell.com
www.HYATT-FENNELL.com

DEI Statement
Moravian University aspires to be a welcoming community that embraces and values the diversity of all members of the campus community. Learn more about the Office for Diversity, Equity, and Inclusion, and the DEI Action Plan here: https://www.moravian.edu/dei-action-plan.

Deep respect for others is fundamental to the Moravian University community. Moravian University does not discriminate against any person based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws. In compliance with the requirements of Title IX, Moravian University does not discriminate on the basis of sex in its educational program and activity, including employment. Concerns regarding all forms of discrimination, including sexual harassment and/or sex discrimination in employment:

**Leah M. Naso**
Title IX Coordinator/Compliance Officer 210 Colonial Hall
Moravian University 1200 Main St.