ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

The School of Communication at Northwestern University invites inquiries, applications, and nominations for the position of Associate Dean for Academic Affairs. This is a full-time, tenure-track position. Review of materials will begin November 1, 2015 and continue until the position is filled. For full consideration, applications or nominations should be received prior to October 15, 2015. Starting date for the appointment is negotiable but not later than September 1, 2016.

Northwestern University

Northwestern is a top-tier, private research university with three campuses: Chicago, Evanston, and Doha. The Chicago campus is home to the schools of medicine and law. The Evanston campus, located just north of Chicago and on Lake Michigan, houses the six schools that offer undergraduate instruction (music, education and social policy, journalism, engineering and applied science, arts and sciences, and communication), the Graduate School, and the Kellogg School of Management. The new Doha campus, in Qatar, offers an undergraduate program in journalism and communication.

The School of Communication

The School of Communication has five departments and offers a suite of interdisciplinary undergraduate, professional, and graduate programs. The departments span the communication arts and sciences and include the Roxelyn and Richard Pepper Department of Communication Sciences and Disorders, the Department of Communication Studies, the Department of Radio-Television-Film, the Department of Performance Studies, and the Department of Theatre (which includes music theatre and dance). The faculty of 150 includes 105 tenure-track faculty. The school offers instruction to roughly 1200 undergraduate majors and 500 graduate and professional students.

Founded over 135 years ago, the School has been a leader in developing the communication disciplines and professions, and continues to be a center of excellence in the communication arts and sciences. The current Dean of the School is Barbara J. O'Keefe.

Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs assists the Dean with all faculty recruiting and career development in the School of Communication. Responsibilities include management of searches and appointments (including negotiating with candidates and assisting in their transition to Northwestern), orientation of new faculty, junior faculty development program, faculty leaves, conflict resolution, and related matters. The associate dean works with the department and school faculty representatives and the Dean in faculty evaluation and appeal processes (including annual merit evaluations),
third year reviews of junior faculty, and promotion and tenure reviews. The associate dean also works with the Dean on strategic planning for the School (especially in the area of faculty development) and in program evaluation. The Associate Dean serves as the key point of contact for the School’s directors of graduate and professional programs and is the liaison between the School of Communication and the Graduate School. Finally, the Associate Dean serves as the administrative liaison with the School of Communication program at Northwestern’s campus in Qatar.

The Associate Dean will be expected to maintain a program of teaching and research and participate in the intellectual life of his or her department. Salary is open and commensurate with experience and qualifications.

Qualifications

Candidates must hold a doctorate in their discipline, have proven administrative competence and experience in the area of academic affairs, and have demonstrated scholarly/artistic and teaching achievement of the highest quality. Candidates must be appropriate for an appointment at the rank of professor in one or more of the School’s five departments, and we prefer a candidate whose background spans more than one discipline or area of study within the communication arts and sciences and cognate fields. Experience with doctoral and professional graduate programs, externally funded research, and academic planning and budgeting is also highly desirable.

Inquiries, applications, and nominations should be addressed (e-mails preferred) in total confidence to:

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Northwestern University is an Affirmative Action, Equal Opportunity Employer. Women and minorities are encouraged to apply. Hiring is contingent on eligibility to work in the United States.