

ASSOCIATE DEAN FOR UNDERGRADUATE PROGRAMS AND ADVISING

The School of Communication at Northwestern University invites inquiries, applications, and nominations for the position of Associate Dean for Undergraduate Programs and Advising. This is a full-time faculty position but is non tenure track. Review of materials will begin November 15, 2017 and continue until the position is filled. Starting date for the appointment is negotiable but not later than September 1, 2018.

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 Undergraduate Programs and Advising

The Associate Dean for Undergraduate Programs and Advising supervises undergraduate teaching, and programs in the School of Communication. A key responsibility is oversight of the SoC Advising Office, including development and ongoing supervision of the advising staff. The associate dean represents the School on university-wide oversight committees and task forces, especially those concerned with undergraduate programs, student affairs, assessment, and teaching. The associate dean works with central administration units such as the Provost's office, Admissions, and Student Affairs in

areas such as recruiting, admissions, student conduct and discipline, academic integrity, inclusiveness and climate, and student health and safety. The associate dean also works closely with the SoC Office of External Programs, Internships and Career Services and with the administration of Northwestern University in Qatar to create and oversee opportunities for SoC students to study away from Evanston.

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 or other terminal degree in their discipline, have proven administrative competence and experience in the area of undergraduate programs and advising, and have demonstrated scholarly/artistic and teaching achievement of the highest quality. Candidates must be appropriate for an appointment at the rank of lecturer or senior lecturer dependent on qualifications 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 academic planning and budgeting is also highly desirable.

Applications and supporting documents will be received only by online submission at the following link: <https://facultyrecruiting.northwestern.edu/apply/MzY=>

Reference letters will be requested from finalist candidates.

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

Associate Dean Bonnie Martin-Harris
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SoCAssocDeanSearch2017@northwestern.edu

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.