

# HILBERT COLLEGE

## OPEN POSITION ANNOUNCEMENT

May 24, 2021

**JOB TITLE:** Academic Dean

**REPORTS TO:** Provost/Vice President for Academic Affairs

**DEPARTMENT:** Academic Affairs

---

**Job Summary:** The Academic Dean serves as academic leader for all academic programs and courses offered at the College. Serves as the Chair of the Graduate Studies Department. Oversees all aspects of operations, faculty, students, and programs. Responsible for new program development and program review. Collaborate with faculty to develop short and long term goals, implements strategies to meet those goals, and evaluates achievement of those goals. Supervises the instructional quality of all courses within all programs. Ensures that course outlines and syllabi are current, outcomes-based, and that they consistently follow established college guidelines. Supports the Provost/Vice President of Academic Affairs in the hiring of faculty, evaluations, reappointment, promotion, tenure, and all other personnel actions. Fosters professional development for faculty and staff that is consistent with the mission of the College. Responsible for the maintenance of high academic and ethical standards; appropriate and timely resolution of student concerns; program planning. Works with the program chairs to ensure compliance with all regulatory, licensing, and accreditation requirements. Manages the day-to-day operations of all programs and serves as a liaison between students, faculty and senior administration. Supports the development of the annual academic budget. Coordinate faculty instructional needs including textbooks, instructional equipment and supplies, library acquisitions, and other related support, and training. Implements strategies for student recruitment and retention. Assists with grant development to achieve division institutional goals. Advances productive relationships and partnerships across the higher education network. Serves on College committees. Participates in various leadership team meetings. Assumes other duties as assigned.

**Requirements/Qualifications:** Doctoral degree required. 3-5 years experience as a Chair, Associate Dean, Assistant Dean and/or or Dean is required. Experience leading a large team. Staffing and oversight responsibilities is preferred. Demonstrated ability to teach and lead in an online learning environment.

---

The Academic Dean search committee is accepting nominations and applications until June 18, 2021 or until a new Academic Dean is selected. Review of application materials will begin immediately and will continue until the position is filled. Interested candidates should submit a cover letter, a CV or resume and contact information for three professional references, none of whom will be contacted until a later stage of the search and not without the formal permission of the candidate. All inquiries and applications will be received and evaluated in full confidence. Applications should be submitted to:

Jeffrey Papia  
Chair, Academic Dean Search Committee  
[jobs@hilbert.edu](mailto:jobs@hilbert.edu)

*Hilbert College is an Equal Opportunity Employer and is committed to fostering a diverse community of faculty, staff and students. The College does not discriminate against individuals on the basis of any protected characteristic covered under federal or state law. For more details, see the College's policy at <https://www.hilbert.edu/about/notice-of-non-discrimination>*

5200 South Park Avenue ♦ Hamburg, New York 14075 ♦ Phone (716) 649-7900