



UNIVERSITY OF DALLAS

The Catholic University for Independent Thinkers

Employment Opportunity

Date Posted: 23 February 2016

CLOSING DATE: Open Until Filled

JOB NUMBER: 000080UD
POSITION: Dean, Satish & Yasmin Gupta College of Business
DEPARTMENT: College of Business Office of the Dean

The university is located on a 222-acre core campus of rolling hills, in the heart of Dallas/Fort Worth, which is home to an increasing number of global industry giants, including more than 20 Fortune 500 companies. UD is a Catholic university with approximately 1,350 full-time liberal arts undergraduates (including 200 business majors), 700 largely part-time College of Business graduate students, 300 students in various liberal arts graduate programs, and 70 in graduate ministry programs. Gupta College is housed in SB Hall, a state of the art, 45,000 square foot academic center opened in January, 2016.

SUMMARY:

Reporting to the provost, the dean will lead strategic planning for the college, recruitment and development of faculty, curricular review and assessment, advancement initiatives, and other areas critical to the success of the college. The new dean will represent the college to the external community, including business leaders, media, alumni, and the University Board of Trustees.

RESPONSIBILITIES:

- Increase graduate enrollment through oversight of recruitment and retention;
- Maintain AACSB Accreditation.
- Enhance the brand of the master's and doctoral programs and promote them within Dallas/Fort Worth, as well as national and international markets.
- Develop new cooperative programs with local business and industry;
- Organize and manage the faculty development program in collaboration with the Associate Deans, the Director of Doctoral Studies, and faculty.
- Manage the faculty tenure and annual review programs in collaboration with the College of Business Rank and Tenure Committee.
- Manage processes to enhance faculty morale, ensure due process in faculty issues, and adjudicate complaints according to Faculty Handbook guidelines.
- Serve as an *ex officio* member of the Faculty Senate.
- Proactively identify and plan for developmental experiences for faculty to develop their ability to engage in teaching, scholarship, or service/administration as appropriate to their individual aptitude and interest.
- Plan for and lead the selection of faculty including the allocation of fulltime and part time teaching opportunities in collaboration with the Associate Deans and the Director of Doctoral Studies.
- Engage the alumni.
- Increase gift revenues.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- The ideal candidate should possess an earned doctorate in a business discipline, excellence in teaching and scholarship, and administrative experience at the level of a department chair or higher.
- Practical experience in a business is a plus, in keeping with Gupta College's scholar-practitioner paradigm.
- Ability to effectively apply mathematical computations to financial and learning assessment problems.
- Ability to develop logical designs and solutions to complex student development scenarios.
- Ability to plan and manage resources, time, and activities for multiple complex projects; skills necessary for problem resolution.
- Knowledge of trends and procedures in student development; human relations knowledge and skills necessary to effectively identify, train, motivate, and manage professional staff and faculty as well as lead collaboration efforts with other departments; financial management skills necessary to develop, implement and manage a college budget.
- Operational skills necessary to develop, implement and manage college operations for the effective conduct of business.
- Knowledge of the distinctive characteristics of a professional business education.
- The successful candidate should understand the contemporary business environment and bring an appreciation of and commitment to the vision of professional education within the framework of a Catholic university characterized by academic rigor and high quality.

SUPERVISORY RESPONSIBILITIES:

Directly supervise the Associate Deans of Academic Affairs, Faculty Affairs, the Director of Doctoral Studies and Faculty Development, the Coordinator of the Center for Professional Development, and the Manager of Administration Operations for the College of Business

COMPENSATION

Compensation will be based on experience and qualifications.

EMPLOYMENT ELIGIBILITY:

All new employees must provide documented proof of their identity, employment eligibility, and pass a criminal background check.

APPLICATION PROCEDURES:

Review of applications will begin immediately and will continue until the position is filled. Starting date is negotiable but should be no later than July 18, 2016. Applications should include (1) a letter that demonstrates how the candidate's qualifications match the college's mission and priorities; (2) a CV; and (3) contact information for at least four references.

All applications should be submitted online at: <https://udallas.wufoo.com/forms/faculty-application-for-employment/>. Inquiries regarding a posting can be made via fax, email or in person at:

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Carpenter Hall
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