Lee Honors College Associate Dean Position Description

The Associate Dean of the Lee Honors College is a key member of LHC administrative leadership.

The Associate Dean provides leadership for the student support staff and supports the programs and mission of the college. Specifically, the college supports the three pillars of WMU (learner-centered, discovery-driven and globally-engaged) by providing honors students access to cutting-edge, rigorous honors courses and seminars; by facilitating students’ completion of an original work of scholarship or creative activity in close consultation with a WMU faculty mentor; and by encouraging students to participate in a wide-range of co-curricular and extracurricular activities, including study abroad, Study in the States, cultural events, and community service. The Associate Dean reports to the Dean of the Lee Honors College and oversees student services of the college. The Associate Dean also supervises the Director of Academic Advising and the Marketing and Events Specialist. The Lee Honors College, founded in 1963, has approximately 1750 undergraduate students representing all seven academic colleges

The Associate Dean of the Lee Honors College:

1. Directs operations associated with building the honors curriculum and co-curriculum, with particular attention to the current and future educational and/or employment needs of students.
2. Supports the Director of Academic Advising related to student learning, policies, practices, and outcomes.
3. Supports enrollment management, including all elements of recruitment, retention, diversity, and completion.
4. Provides support and direction for the strategy and delivery of LHC academic advising.
5. Serves as a member, chair, or co-chair of college committees such as the External Advisory Committee, the Scholarship Committee, or the Intercultural Competence Committee.
6. Serves as a member, chair or co-chair of university committees such as the Research Advisory Team, the Committee on University Strategic Planning, or Undergraduate Studies Council.
7. Collaborates with the Dean in support of strategic planning, faculty and staff development, finances and budgeting, and facilities management.
8. Represents the college at development and alumni relations activities.
9. May teach honors courses.
10. Is encouraged to maintain an active program of scholarly and creative activities.
11. May assist in advising students on undergraduate scholarly and creative activities, including honors theses.
12. Maintains and develops the alumni mentoring network.
13. Fulfills a leadership role in the Medallion Scholarship program.
14. Represents college in absence of the dean.
15. Performs other duties as requested by the dean.
Required Qualifications:
- An earned terminal degree in an academic discipline
- Teaching and research accomplishments commensurate with the rank of associate or full professor
- Tenured
- Record of distinction in undergraduate teaching and mentoring
- Excellent written and oral communication skills
- Excellent interpersonal skills

Desired Qualifications:
- Demonstrated record of significant departmental, college or university service
- Previous experience in curriculum development
- Engagement in interdisciplinary or multidisciplinary scholarship, teaching and/or service
- Previous significant academic administrative experience
- Previous honors education teaching and/or mentorship experience
- Demonstrated multicultural competency as evidenced by any one of the following competencies or experiences:
  - Record of teaching or scholarship in cultural competence
  - Record of teaching or scholarship with multicultural groups
  - Lived/worked outside the United States
  - Multilingual
  - Study Abroad or other global engagement experience

The Associate Dean will be appointed to a three-year term senior administrative officer position, serving on a twelve-month basis beginning July or August, 2018. The Associate Dean serves at the pleasure of the President. Evening and weekend hours are required for some college responsibilities.

Application

Review of applications will begin February 15, 2018, and continue until an outstanding candidate is identified. Applicants should submit electronically the following information:

- Letter detailing background and accomplishments that clearly describes how these align with the required and desired qualifications for this position;
- Curriculum vitae;
- Names, addresses (including email) and telephone numbers of five references, including at least one who is able to attest to the quality of teaching and mentoring, and at least one who is familiar with the candidate’s scholarship and creative activities; and
- Statement of philosophy regarding honors education.

Please visit wminch.edu/hr/jobs for detailed information and application procedures. For more information on Lee Honors College, please view our web site at http://www.wmich.edu/honors.

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