

**Position Available 06/01/24**  
**Associate Dean of Student Services, Academic Affairs, Accreditation, and**  
**Pedagogy College of Education and Professional Studies**

**THE COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES** at the University of South Alabama is seeking applicants for a full-time Associate Dean of Student Services, Academic Affairs, Accreditation, and Pedagogy. Applicants must have an earned doctorate and be eligible for a tenure-track appointment at the level of Associate or Full Professor in one of the disciplines represented within the College.

**THE UNIVERSITY OF SOUTH ALABAMA** is a diverse and vibrant public university that is making a difference in the lives of the people of Alabama and the nation through teaching, research, service and health care. The University offers a wide range of high-quality undergraduate and graduate academic programs to 14,000 students. Located in Mobile, Alabama, USA is the only major public institution of higher learning on the upper Gulf Coast and is the fastest growing university in the State.

**THE COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES** is one of nine colleges and schools of the University of South Alabama. Founded on February 1, 1967, the college serves approximately 1,700 graduate and undergraduate students. The College offers undergraduate and graduate education certification programs, as well as programs that are outside of the public-school arena. These areas include health, kinesiology, sport and recreation, mental health, instructional design, hospitality and tourism, and interdisciplinary studies.

The College is nationally accredited by the Council for the Accreditation of Educator Preparation, with programs accredited by the Alabama State Department of Education, the American Psychological Association, and the Council for Accreditation of Counseling and Related Educational Programs. Across all program areas, the Associate Dean works with the College's academic department chairs, program faculty, and external partners to facilitate opportunities for our students and faculty to explore, refine, meet, and exceed their professional goals.

**RESPONSIBILITIES:** The Associate Dean of Student Services, Academic Affairs, Accreditation, and Pedagogy reports to the dean and is responsible for the following:

**Student Services:** Supporting the success of students; to include:

- Serving as Coordinator of Diversity, Equity, and Inclusion;
- Facilitating processes for student complaints, grade grievances, and academic misconduct claims;
- Providing support to the Executive Director of Student Services and the College Advising Office;
- Chairing CEPS Student Honors & Awards Committee; and
- Serving as Co-Chair of the CEPS Diversity Committee.

**Academic Affairs:**

- **Curriculum Management & Undergraduate Programs:** Facilitating the curriculum process for undergraduate programs; to include:
  - Providing support to the Office of Academic Assessment and the Office of Field Services;
  - Collaborating with Department Chairs and the offices of the Registrar and Financial Aid to align services with the College's policies and procedures;
  - Supervising administrative staff in the Dean's office regarding curriculum management tasks;
  - Overseeing new undergraduate program proposals and ongoing efforts to improve undergraduate curricula; and
  - Chairing the CEPS Curriculum Committee.
- **Faculty Affairs:** Supporting and collaborating with Department Chairs in areas related to faculty; to include:
  - Collaborating with Department Chairs and administrative assistant(s) in faculty searches;
  - Facilitating processes for faculty complaints;
  - Collaborating with Department Chairs and advising the Dean on faculty teaching loads,

including summer schedule; and

- Chairing CEPS Academic Standards Committee.

**Accreditation:** Ensuring the accreditation of college programs; to include:

- Collaborating with the Office of Academic Assessment to achieve external accreditation goals for all accredited programs, including educator preparation;
- Collaborating with chairs and program coordinators over educator preparation programs to promote compliance with Alabama standards for educator preparation; and
- Collaborate with Office of Marketing & Communication and relevant chairs and program coordinators to lead ongoing strategic recruitment efforts and efforts to ensure successful certification of CEPS students.

**Pedagogy:** Supporting the advancement of equitable pedagogical practices; to include:

- Developing and sustaining efforts to promote, improve, and evaluate faculty pedagogical skills;
- Coordinating educational and research technology and supervising technology support personnel;
- Chairing the CEPS Technology Committee; and
- Coordinating space utilization.

**Other** administrative and supervisory duties as assigned by the Dean.

**REQUIRED QUALIFICATIONS** include: Doctoral degree and eligibility for faculty appointment at the Associate or Full Professor level in one of the disciplines represented within the College; a strong record of scholarly activity, including refereed publications and/or external funding; successful teaching and advising at both the undergraduate and the graduate level; previous administrative experience involving managing and evaluating undergraduate educational programs and experience managing accredited post-secondary programs; demonstrated commitment to diversity and promoting equitable outcomes among faculty and students; demonstrated ability to work collaboratively with other units on campus as well as school, business, and community partners; excellent administrative, organizational, and interpersonal skills.

**APPLICATION** materials must include a) a letter of interest addressed to the qualifications of the applicant to fulfill the responsibilities of the position; b) a statement of personal leadership philosophy; c) a current curriculum vitae; and d) names, affiliation, and contact information for three references. These materials should be sent via email to Charlotte Rogers, Assistant to the Dean, College of Education & Professional Studies at [applyceps@southalabama.edu](mailto:applyceps@southalabama.edu). Please include "CEPS Associate Dean" in the subject line. Additional materials, including reference letters and official transcript(s) will be requested from applicants selected for interviews.

For full consideration, applicants must submit materials by **March 31, 2024**. Inquiries about the position should be directed to Dr. Tres Stéfurak, Associate Dean, at [jstefurak@southalabama.edu](mailto:jstefurak@southalabama.edu) and (251) 380-2734.

**The University of South Alabama is an EO/AA employer and does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, gender identity and gender expression), religion, age, genetic information, disability, protected veteran status or any other applicable legally protected status.**