

Academic Dean (Babson Park, Florida campus)

Webber International University has an opening for an Academic Dean for its Babson Park, Florida campus. Anticipated start date is June 5, 2022.

About the University

Established in 1927 by Roger Babson as the first college chartered under Florida's then new charitable and educational laws, and one of the first schools of business for women in the nation, Webber International University now educates men and women from over 50 different nations. Degrees are offered at the associate's, bachelor's, and master's level through traditional day, hybrid, and entirely on-line formats. The University features highly qualified faculty, highly engaged staff, small class size, and a wide array of intercollegiate sports and other extracurricular activities. The University has been recognized as a US News and World Reports Best Regional Colleges: South, a Princeton Review Best Southeastern College, has earned Peterson's top marks for academics, value and community, and has been designated Military Friendly. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges, and numerous programs have earned additional programmatic accreditations.

Consistent with our mission of educating the leaders of tomorrow, Webber International University is an equal opportunity employer.

About the Campus

Located on the shore of Crooked Lake in Babson Park, Florida, the campus is just south of Lake Wales and is about an hour's drive from Tampa and Orlando. We are the outskirts of the Lakeland/Winter Haven MSA.

The Babson Park campus serves mainly traditional students, many of whom live on campus and most of whom play a sport. Most students on the Babson Park campus study business, but there is rapid growth in our health-related areas of study.

About the Position

General Expectations of Senior Leadership

The Academic Dean is a senior campus leader charged with designing, implementing, and maintaining the most supportive learning environment possible. General expectations of all senior leaders include:

- Mission and Commitment – Demonstrates commitment to organization's mission and values. Is respectful of all levels of the organization. Inclusive of diverse ideas, backgrounds, cultures. Seeks out opportunities to represent the workplace.
- Personal Characteristics – Acts with integrity and strives for fairness in decisions and treatment of people. Deals with people in an open straightforward way. Builds relationships on trust and respect. Holds self and others accountable, admits mistakes and learns from them.

- Customer Focus – Makes customers and their needs a primary focus. Is dedicated to meeting the expectations of (internal and external) customers. Represents organization in a positive and professional manner. Solicits customer feedback and uses it for improvements in service.
- Continuous Improvement – Participates effectively in process improvement changes. Originates action to improve existing conditions and processes. Uses appropriate methods to identify opportunities, implement solutions, and measure impact.
- Developing Others – Develops and communicates clear, realistic performance expectations, monitors the work, knows when to be hands-on. Coaches to help others resolve problems. Provides fair, consistent, timely and specific feedback to challenge people to achieve their potential and know where they stand. Provides individual and group recognition.
- Change Leadership – Recognizes the need for change and accepts it. Helps prepare people to understand and cope with change. Demonstrates openness to new approaches and solutions. Adjusts to multiple demands, shifting demands, ambiguity and change in order to work effectively in a variety of situations.
- Teamwork – Uses appropriate methods and a flexible interpersonal style to help build a cohesive team. Actively participates as a team member to move team forward toward completion of goals. Regularly acknowledges contributions of others.
- Strategic Agility – Exercises sound, independent judgment in building realistic solutions to problems. Uses systematic decision-making process to get at the real issues. Contributes useful ideas to implement cost savings for the organization.
- Excellence – Delivers high quality results on time, contributes to departmental/organizational quality and/or process improvement efforts, actively promotes innovation, speed and change in improving processes, programs or services.
- Dignity & Integrity – Acts with integrity in every aspect of personal performance and leadership. Respects everyone in the workplace and treats individuals, both coworkers and customers with dignity.
- Justice – Makes effective decisions, accepts responsibility for decisions, adapts quickly to changing conditions and needs, adds value to the organization by going beyond boundaries of own job to improve organizational performance.
- Stewardship – Works efficiently, utilizes all resources in a cost-effective manner, adheres to organization's policies and procedures, actively seeks ways to reduce cost and conserve resources to improve results. Demonstrates just and social responsibility.

Specific Areas of Responsibility

Champion, Monitor, and Lead Student Success Efforts

The primary objective of Webber is the successful education of our students. The Academic Dean must work to ensure students receive the appropriate level of support. To accomplish this, the Academic Dean must:

- Spearhead campus wide, interdepartmental retention initiatives
- Proactively collaborate with other departments to drive retention activities
- Monitor academic progress (Satisfactory Academic Progress Reports - SAP)

- Monitor attendance
- Determine, enforce, and monitor probations
- Determine and enforce academic dismissals
- Approve re-entries
- Review serious student concerns/complaints
- Resolve student/faculty disputes

Hire, Train, Motivate, and Monitor Faculty and Academic Staff

The Academic Dean is the leader of the Faculty and maintains and develops a qualified Faculty sufficient to support the educational needs of the student body. The Academic Dean motivates, evaluates and leads the Faculty and addresses administrative issues as necessary. The Academic Dean coordinates the development and evaluation of curriculum, teaching methods, student academic performance and academic standards and is responsible for the recruitment, selection, promotion, and professional development of Faculty.

Hire and Train Faculty and Staff:

The Academic Dean is responsible for hiring, developing, and managing all Faculty and academic staff. To accomplish this, the Dean must:

- Assess staffing needs
- Conduct search/advertising
- Conduct interviews
- Assess teaching demonstrations
- On-board and orient new Faculty and staff (help new Faculty/staff get acquainted with University expectations and the campus)
- Mentor program chairs
- Coordinate and provide Faculty training

Lead, Support and Manage Faculty and Staff:

The Dean is responsible for providing campus level leadership, management, and support for all Faculty and academic staff. To accomplish this, the Dean must:

- Conduct classroom observations and provide feedback to Faculty
- Review student evaluations of Faculty
- Conduct annual Faculty performance evaluations
- Identify low performing Faculty and work to improve performance (enhancement plans)
- Monitor enhancement plans and review progress
- Engage with faculty to empower and ensure their support of student learning, including, by way of example:
 - student-focused classroom environments
 - accessibility of resources
 - usage of technology

Manage and Monitor Academic Support Services

Through the Director of the Learning Commons, the Academic Dean is responsible for providing students with the academic support services they need to succeed by coordinating programs for student success (e.g., tutoring, early monitoring, etc.)

- Ensure that at all times the Learning Commons provide adequate library, learning, and information resources, services, and support to accomplish our mission.
- Ensure that there are an adequate number of professional staff with appropriate education and experience in library and other learning information resources to accomplish our mission.
- Ensure that at all times the Learning commons provide appropriate academic and student support programs, services, and activities to accomplish our mission.
- Ensure that the Learning Commons provide an adequate number of academic and student support services staff with appropriate education and experience in appropriate areas to accomplish our mission.

Through the Registrar (who in turn supervises Academic Planning staff), manage:

- Enrollment
- Transcripts
- Scheduling and Registration
- Student Documentation
- Articulation
- Reporting
- Student Progress Management

Monitor and Maintain Curricula

Within the framework of the overall University curriculum, the Academic Dean is responsible for developing and maintaining a campus curriculum that meets the needs of current students and the community. To accomplish this, the Academic Dean must:

- Monitor program and course performance
- Assess and monitor program and logistical needs
- Work with advisory boards and local employers to identify community needs
- Develop new courses and programs to meet community needs
- Ensure compliance with accreditation (SACSCOC and program specific accreditations)
- Assist with accreditation process (prepare for regular reviews)
- Audit academic files for completeness

Manage Delivery of Educational Services

A core role of the Academic Dean is to ensure the successful delivery of educational services to the student population. To accomplish this, the Academic Dean must:

- Enforce academic policies
- Review incoming students
- Oversee the registration process
- Conduct student orientation
- Monitor course delivery
- Monitor student retention
- Ensure grades are posted and transcripts maintained

Manage and Report on Business Metrics

The Academic Dean is responsible for managing and reporting on business metrics. To accomplish this, the Academic Dean must review:

- Budget (materials, equipment, supplies, and maintenance)
- Satisfactory Academic Progress Reports (SAP)
- Last Day Attended reports (LDA)
- Quarterly campus/business goals

Minimum Qualifications

- Ability to be appointed at rank of at least Associate Professor
 - Earned doctorate from institution accredited by a recognized accreditor
 - 3+ years college teaching experience
 - Documented record of scholarship
- Proven academic leadership experience in student-centric teaching focused environment
- Ability to pass a stringent background check.

Strongly Desired Qualifications

- Experience with SACSCOC requirements

Compensation and Benefits

Our pay is similar to other small, not-for-profit, tuition driven colleges and universities. In addition we offer an array of benefits such as highly subsidized health and dental insurance, tuition remission for eligible employees and benefits, partially matched 403(b) retirement savings plan, among others.

To Apply

For immediate consideration, send a cover letter, resume, and three professional references by email *in a single PDF* (*we will not open other formats*) to WadeHK@webber.edu with “Academic Dean” as the subject line. *No phone calls, please*. We neither pay recruiting or placement firms nor do we wish to be contacted about advertising opportunities.