

Howard University
Associate Dean for Academic Student Affairs, College of Arts and Sciences

The College of Arts and Sciences (COAS) invites applications for Associate Dean for Academic Student Affairs. Candidates must have an earned doctorate in a discipline offered within the Humanities or Humanistic Social Sciences and be eligible for appointment at the rank of tenured full professor. The Associate Dean for Academic Student Affairs is responsible for the College's Office of Academic Student Affairs, which exists to facilitate positive educational experiences that promote retention and graduation of COAS majors by providing academic and administrative assistance to students. Reporting to the Associate Dean are the COAS Assistant Dean for Academic Student Affairs and an administrative assistant.

The Associate Dean for Academic Student Affairs will provide college-level leadership in innovative curricular development and advising for all 16 academic departments, and will establish an infrastructure to support experiential learning, to ensure that all COAS students benefit fully from Howard's location in the nation's capital. The Associate Dean also liaises with advising leaders of other colleges and schools with undergraduate programs. The Office coordinates important events including Student Acceptance Day, Fall Orientation, Graduation Recognition Ceremony, and recurring meetings with freshmen students. The Office also engages in ongoing data collection, analysis, reporting, and environmental scanning.

Howard University, a culturally diverse, comprehensive, research intensive and historically Black private university, provides an educational experience of exceptional quality at the undergraduate, graduate, and professional levels to students of high academic standing and potential, with particular emphasis upon educational opportunities for Black students. Howard University is currently classified as an R2 research university with aspirations and actions underway to achieve R1 status within the next few years. The University is situated on a residential campus of approximately 10,000 students located in the heart of the nation's capital, Washington, DC.

Required Qualifications:

- Earned doctorate in Humanities or Humanistic Social Sciences from an accredited institution;
- Record of successful administrative experience in the area of Student Affairs;
- Record of scholarship, teaching, and professional service commensurate with the rank of tenured full professor; and
- Effective communication and organizational skills.

Complete applications consist of a single PDF file containing the following:

- Cover letter addressing qualifications listed above;

- Current curriculum vita;
- Two-page statement of administrative accomplishments, interests and future plans;
- Names and contact information for at least four references who will provide letters upon request from the search committee.

Completed applications should be addressed to the Chair of the search committee: Dr. Thomas A. Foster and submitted electronically to COASFacultyAffairs@howard.edu. Screening will begin on November 1, 2021 and continue until the position is filled. The desired starting date is July 1, 2022.

The University does not discriminate on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender or gender identity, marital status, religion, disability or protected veterans status. Veterans and people with disabilities are encouraged to apply. Inquiries regarding provisions for persons with disabilities or veterans status, Equal Employment Opportunity and Title IX should be directed to the Office of Employee Relations and Equal Employment Opportunity at 202-806-1280.