

Associate Dean and Director of Academic Programs

College of Food, Agricultural, and Environmental Sciences

The Ohio State University

Position Location: Columbus, Ohio

Detailed Job Description.

We are seeking a leader to become the next Associate Dean and Director of Academic Programs. We are particularly interested in applications from individuals with diverse life experiences and whose backgrounds position them as an effective leader who can envision, create and nurture an academic environment that supports students, faculty, and staff from all backgrounds.

The Associate Dean and Director of Academic Programs serves as a member of the senior leadership team of the College of Food, Agricultural, and Environmental Sciences (CFAES) at The Ohio State University. Reporting directly to the Vice President for Agricultural Administration and Dean, the Associate Dean works collaboratively with the other members of the leadership team of the college, including department chairs and unit leaders, in leading the implementation and continuous improvement of a comprehensive and integrated strategic plan for CFAES. Collectively, the senior leadership team serves as stewards of the land grant mission of teaching, research, and Extension.

The Associate Dean is expected to be a champion for an undergraduate student culture that promotes diversity, equity, and inclusion, excellence, personal and professional success, and life-long learning. The Associate Dean provides leadership and oversight for the teaching and learning enterprise of CFAES. In providing leadership for teaching and learning, this Associate Dean works closely with the Associate Dean for Research and Graduate Education. The Associate Dean will be responsible for the recruitment, retention, and growth of our college's undergraduate students and will collaborate with faculty on teaching, learning, assessment and curricular changes and innovations.

The Associate Dean and Director will lead the Office of Academic Programs. The office consists of over 20 staff and provides support to departments/units and students regarding the lifespan of the undergraduate student including recruitment, enrollment, retention, growth and degree completion. The Office of Academic Programs will be undergoing an external review, which is an expectation of not only our academic departments, but our central units, as well. The next Associate Dean will work with the Dean and the Office of Academic Programs in developing an action plan based on the external team's recommendations.

Detailed Duties Description.

Office of Academic Program Leadership (40%)

- Provide oversight and direction for undergraduate student recruitment and placement within the College with a particular emphasis on the increasing the number of students from underrepresented groups.
- Oversee the portfolio of student success initiatives of the College, including efforts targeting first and second year students, living and learning communities, education abroad, career readiness, and lifetime relationships with the University.
- Actively engages with undergraduate students and academic program staff to promote an undergraduate student culture that support diversity, equity, and inclusion, excellence, personal and professional success, and life-long learning.
- Collaborate with the CFAES Office of Diversity, Equity and Inclusion to ensure an inclusive and equitable learning environment for students.
- Convene regular meetings of faculty who provide curricular oversight of undergraduate and graduate programs of the College.
- Establish academic goals for the College and develop metrics for monitoring these goals.
- Analyze and interpret data useful to the process of making decisions regarding the relevance, quality, and impact of the academic programs of the College.
- Enhance the global dimension of the undergraduate educational enterprise.
- Serve as a champion for innovations that help CFAES serve the needs of diverse learners. (Examples include online learning, certificates, and community engaged learning.)
- Identify and prioritize needed improvements in facilities and technology that will enhance teaching and learning on our campuses and through distance education.
- Advise and assist the Vice President and Dean on all matters related to teaching and learning as well as with the development of reports, presentations, and speeches.
- Identify and cultivate new revenue streams that have the potential to support the teaching and learning enterprise of CFAES. This may include philanthropic support, grants, contracts, and partnerships with government, business, and industry.
- Ensure the effectiveness of institutional practices related to the advising and mentoring of students.



College Leadership (20%)

- Work collaboratively with the members of the CFAES community to create a welcoming, diverse, equitable, inclusive, and respectful environment that values the contributions of all people in the achievement of mutual goals.
- Collaborate with the Associate Dean for Research and Graduate Education and the Assistant Dean and Director of the Ohio State Agricultural Technical Institute, to ensure seamless integration of academic programs, policies, and procedures and ensure the availability of undergraduate research opportunities.
- Collaborate with the Associate Dean and Director of OSU Extension to identify experiential learning opportunities for students in Ohio communities and to develop credit and non-credit professional and continuing education offerings.
- Collaborates with the mission area Associate Deans (Research & Graduate Education and Extension) and Senior Associate Dean and Director of Faculty and Staff Affairs to provide leadership regarding the annual assessment of academic departments and units.
- Represent CFAES in University-wide undergraduate curricular initiatives and discussions.
- Develop policies and practices to distribute resources within the College to incentivize collaboration, innovation, and synergistic alliances.
- Participate in the recruitment, selection, and orientation of new faculty

Management and Operations (20%)

- Manage a talented and diverse team of over 20 professionals, support staff, and students who perform the work of the Office of Academic Programs.
- Provide oversight to the management of funds associated with the unit.
- Assist in the process of obtaining and maintaining program accreditations.
- Administer university processes for the creation and modification of new courses and programs.

Faculty Development (15%)

- Lead professional development of faculty and staff involved in academic programs to focus on the improvement of teaching, development of curricula, assessment of student performance, and pursuing scholarship within their field of expertise.
- Develop and lead the implementation of initiatives that reward effective teaching and advising.



Service (5%)

- Serve on College committees and represent the College on university committees that support the overall operations of the institution.
- Maintain ongoing relationships with peers in other colleges of the University.
- Engage in appropriate professional associations and societies that have the potential to build personal and institutional capacity to support teaching and learning.

Required Qualifications.

- Credentials commensurate with the requirements for the appointment at the rank of full professor at the Ohio State University within any of our departments or academic units in the college.
- A Ph.D. in a field that would be appropriate for someone at the rank of full professor within any of our departments or academic units in the college (<https://cfaes.osu.edu/departments>).
- Experience in planning and advancing the relevance, quality, and impact of teaching and learning at a postsecondary academic institution.
- Evidence of excellence in teaching.
- Excellent verbal and written communication skills and a willingness and ability to work closely with diverse groups of academic (e.g., students, staff, faculty) and practitioner audiences.
- Demonstrated interest in and/or experience with teaching, recruiting, mentoring, and advising diverse underserved students, including women, students of color, first generation, and non-traditional students.
- Evidence of effectively managing people, budgets and resources

Preferred Qualifications.

- Experience leading significant academic program initiatives with documentable outcomes.
- Experience with teaching, recruiting, mentoring, and advising diverse underserved students, including women, students of color, first generation, and non-traditional students with documentable outcomes.



About the College.

The College of Food, Agricultural, and Environmental Sciences (CFAES) includes three campuses (Columbus, CFAES Wooster, and Statewide), OSU Extension and 4-H, 10 academic units, 11 research stations and field labs, and over 100 unique centers, institutes, and programs supporting a breadth of work around food and food systems, a wide range of production, environmental and ecosystem sustainability, policy and economics, and health. We are committed to scholarship across our three mission areas (teaching, research, Extension) with a commitment to serving our state in addition to the country and world. As a land grant, we are part of a cooperative structure which includes key partners all dedicated to integrating research, education, and extension to improve the food and agricultural sectors, the environment, and the quality of people's lives. We educate not just college students but over a million individuals across the lifespan. We work to ensure that groundbreaking scientific discoveries are brought out of the laboratory and into the hands of those who can put them to work. CFAES is both literally the cornerstone college of our university – which began as Ohio A&M – and the cornerstone of sustaining human life on earth because of our disciplines. In the spirit of living up to the mission that We Sustain Life, our strategic alignment and plan (<http://go.osu.edu/strategicalignment>) outlines our 5 goals for the near future, one of which - Student First Philosophy - is of key importance to this position.

CFAES had 2,859 undergraduate students enrolled in Autumn 2021 semester. Of that total, 2,275 undergraduate students were enrolled in one of 22 bachelor's degree majors (<https://students.cfaes.ohio-state.edu/academics/undergraduate/majors-and-degrees>) on the Columbus campus with an additional 125 students enrolled in CFAES at one of Ohio State's regional campuses (Lima, Mansfield, Marion or Newark). Further, 459 students are enrolled on our CFAES Wooster campus through our two-year program across a variety of majors and specializations (<https://ati.osu.edu/find-your-major>) at Ohio State ATI. We are home to 35 minors (<https://students.cfaes.ohio-state.edu/academics/minors>) that include students from inside and outside CFAES. Our college boasts some of the strongest retention and placement metrics and provides more scholarships than any other college at Ohio State.

CFAES has over 325 tenure-track and professional-track faculty with an additional 80-90 part-to full-time lecturers that support our teaching mission. We are home to seven current faculty who have received one of the USDA Excellence in Teaching Awards with many others having received NACTA teaching honors, university teaching distinctions and teaching awards through professional organizations.



Application Process.

Please send 1) a letter of interest describing your qualifications, areas of expertise, career goals, and alignment with preferred qualifications where applicable; 2) a current CV; 3) statement of leadership philosophy including an overview of relevant leadership experiences; and 4) a statement of efforts to enhance diversity, inclusion, justice and/or equity in academic settings (max two pages). Application materials should be uploaded via Workday at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Associate-Dean---Director-of-Academic-Programs_R34832-1 or go to <https://hr.osu.edu/careers/> with position code R34831. Initial consideration will be given to applications received by February 15, 2022. Review of applications will continue until the position has been filled. We welcome informal inquiries, which can be made by contacting Search Committee Chair Dr. Tracy Kitchel (Senior Associate Dean and Director of Faculty and Staff Affairs) at kitchel.2@osu.edu.

For further information and application instructions please see: <https://hr.osu.edu/wp-content/uploads/applicant-faq.pdf>

The Ohio State University is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law.

The Ohio State University is committed to establishing a culturally and intellectually diverse environment, encouraging all members of our learning community to reach their full potential. We are responsive to dual-career families and strongly promote work-life balance to support our community members through a suite of institutionalized policies.

We are an NSF Advance Institution and a member of the Ohio/Western Pennsylvania/West Virginia Higher Education Recruitment Consortium.

