



William V. S. Tubman University
Harper, Liberia
Vacancy Announcement

POSITION DESCRIPTION
Dean, School of Graduate and Professional Studies

William V. S. Tubman University is the second of Liberia's two state-owned universities and is in the southeastern city of Harper in Maryland County. The University was transformed from a Technical College created in 1978 to a full fledge university in 2009. William V. S. Tubman University aspires to be a center of quality and excellence. Its mission is to provide quality educational experiences that transform the lives of individuals for worthy services. Since its creation in 2009, the university has graduated 1,116 students.

The University offers bachelor's degrees in 24 disciplines across six (6) colleges – College of Engineering & Technology, College of Agriculture & Food Sciences, Elizabeth Davis-Russell College of Education, College of Health Sciences, College of Business & Management, and College of Arts and Sciences. It also runs a post-high school college preparatory program. Currently, it is mobilizing to launch, in January 2022, a School of Graduate and Professional Studies.

Position Summary

The Dean of the School of Graduate & Professional Studies provides leadership for graduate education at the University. The Dean must be an experienced academic leader who has a track record of working collaboratively and creatively with talented faculty in developing effective programs across a range of preparatory backgrounds, professional work experiences and personal life challenges.

The dean is the principal academic and administrative officer of the School of Graduate and Professional Studies, which includes being informed about patterns and initiatives in graduate education nationally and internationally; overseeing recruitment, admission, academic progress, career and professional development, and award of degrees at the graduate level; developing and implementing graduate curricular policy; overseeing graduate assessment and benchmarking; working with graduate coordinators and chairs to develop new programs. The Dean will have considerable expertise in the development, delivery, assessment, and supervision of online academic and professional programs and services and will lead the School of Graduate and Professional Studies programs to hybrid and 100% online delivery to attract new student audiences.

The Dean will be an effective external leader to build programmatic partnerships with governmental agencies, schools, associations, corporations, and donors. The Dean must be a strategic thinker who can work with faculty, students, partners, and Tubman University's leadership to develop new programs or enhance existing programs and delivery systems to keep pace with contemporary expectations for professional education. Internally, the Dean must have a good understanding of academic organization and processes, able to support and direct faculty and staff in academic advising, program assessment and accreditation activities, faculty recruiting and professional development.

Duties and responsibilities:

- Oversee the management of the School of Graduate and Professional Studies, including personnel and financial matters. Effectively manage financial and human resources and seek external support for operations and graduate student funding.
- Lead the development of policy and curricula for graduate and certificate programs that will attract students and enhance the education of current students.
- Develop and implement effective initiatives aimed at enhancing diversity in the graduate student community and develop robust opportunities to advance diversity, equity, and inclusion learning opportunities applicable to students in all graduate programs.
- Ensure effectiveness in the recruitment, admission, and retention of graduate students and innovation in graduate program development and delivery by working collaboratively across campus with key groups and personnel.
- Ensure ever-changing and improved course delivery modalities (i.e., F2F, Hybrid, Online) that support university and graduate certificates, masters, and doctoral degree programs.
- Hire faculty for the School of Graduate and Professional Studies; oversee faculty evaluation and professional development in a manner consistent with Tubman University's standards.
- Oversee the accreditation process of new graduate and certificate programs and ongoing assessment for existing graduate-level offerings; ensure that each graduate program is accredited by the National Commission on Higher Education as well as local and international accreditation and quality assurance bodies.
- Recognize the importance of professional programs in graduate education and advance those programs in accordance with national and international trends and in consideration of the University's competitive advantage.
- Collaborate with the Vice President for Academic Affairs, graduate program directors, academic department chairs, faculty committee, and others, on matters that affect the School of Graduate and Professional Studies.
- Actively lead the development, promotion, and implementation of the strategic plan of School of Graduate and Professional Studies, identifying trends in graduate studies and working with stakeholders to realize plan goals.

Required Qualifications:

1. An earned Ph.D. or equivalent terminal degree and qualifications for rank of Professor.
2. Minimum of seven (7) years of experience in academic administration at the professional level.
3. Demonstrated record of scholarly productivity that exhibits the importance of referred artifacts, funded research, and its relationship to graduate studies.
4. Demonstrated record of experience mentoring and supervising graduate students at the master's and doctoral levels.
5. Demonstrated experience with contemporary tools and strategies relevant to graduate enrollment management (i.e., administration, strategic planning, budget, etc.).

6. Demonstrated experience in academic leadership context that supports graduate education (i.e., department chair, institute/center director, associate/assistant dean, etc.)
7. Demonstrated record of advancing diversity and social justice practices as core elements of higher education.
8. Demonstrated record of advancing global education.
9. Demonstrated ability to recruit, support, and retain a diversity of local and international students, staff, and faculty.
10. Demonstrated ability to work with a wide range of constituencies (i.e., deans, faculty, staff, graduate students, donors, government agencies, industries, and community leaders).
11. Demonstrated supervisory experience.

Desired Qualifications:

1. Demonstrated success securing competitive research funding and potential for success in fundraising and securing external support.
2. Demonstrated ability to apply contemporary technology toward advancing management of graduate programs and administrative processes.
3. Demonstrated ability to apply and communicate institutional policies, plans, objectives, rules, and regulations.

Application Instructions

Please submit the following to jobs@tubmanu.edu.lr by mid-night (UTC) on June 30, 2021:

1. Cover letter
2. Curriculum Vitae
3. Statement of Research Interest (5 pages max.)
4. Statement of Diversity, Equity, and Inclusion
5. Copies of all earned degrees and transcripts

Special Conditions for Employment

1. The successful candidate would be required to submit evaluation reports of their educational credentials and professional work experience directly from the Educational Credential Evaluators (ECE).