

Position Announcement

Dean/Professor College of Mass Communication and Media Arts

Southern Illinois University Carbondale invites nominations and applications for the position of Dean of the College of Mass Communication and Media Arts (CMCMA). The Dean is the chief administrative and academic officer of the College and reports to the Provost and Vice Chancellor.

The College of Mass Communication and Media Arts has three academic departments - the Departments of Cinema & Photography and Radio-Television, and the School of Journalism which publishes the *Daily Egyptian*. It is also home to one service unit - the WSIU Public Broadcasting Service with NPR/PBS affiliated radio and television stations. In Fall 2007, the College enrolled 1,056 undergraduate students and 123 graduate students served by 39 faculty, 40 civil service staff and 27 administrative/professional staff. The College delivers baccalaureate, masters, and doctoral programs. Additional information regarding the College of Mass Communication and Media Arts is available through their website at <http://mcma.siu.edu/>.

The University operates under a decentralized budget model with responsibilities delegated to the college level. As fiscal officer for the College, the Dean is responsible for allocating its resources in the most effective way that supports the goal of academic excellence.

The Dean's primary roles are centered around academic and development matters, particularly (1) strategic planning and program development, (2) faculty development, (3) internal information needs for planning and budgeting, (4) recruitment and retention efforts, including attention toward enhancement of SIUC's tradition of serving minority, international, first-generation students, and students with disabilities; and (5) resource enhancement through fundraising and an increase in external grants.

The position entails a number of responsibilities. The Dean will:

1. Serve as an officer of the University with a commitment to the goals and aspirations of Southern Illinois University Carbondale.
2. Serve as a member of the Provost and Vice Chancellor's Deans' Council.
3. Conduct the affairs of the College in accordance with all relevant State statutes, the directives of the Illinois Board of Higher Education, the Statutes and Bylaws of the SIU Board of Trustees, fiscal and administrative policies of the University under the guidance and leadership of the Provost and Vice Chancellor, and in conformity with the College's Operating Paper, the SIUC Employee Handbook, the Contract Bargaining Agreement between the SIU Board of Trustees and the SIUC Faculty Association, IEA/NEA, and the Contract Bargaining Agreement between the SIU Board

of Trustees and the SIUC Non-Tenure-Track Faculty Association, IEA/NEA.

4. Facilitate the implementation of the strategic plan that defines and clarifies the mission, goals, and strategies to focus resources; and mobilize faculty, students, and external groups to achieve high performance.
5. Develop, review, and approve all academic planning, departmental budgets, and fiscal plans, their incorporation into a College budget, and the implementation of programs within the approved budget framework.
6. Provide leadership in personnel actions relating to recruitment, salary recommendations, appointment, retention, tenure, and retirement, as well as suspension, termination, and related actions for faculty, administrative staff, and support staff with the concurrence of the appropriate units or bodies of the College, in accordance with the University's principles of affirmative action and equal opportunity.
7. Meet or assign a designee to meet annually with all tenure-track faculty for the purposes of performance evaluation. Initiate three (3) year reviews of academic Chairs and Directors.
8. Identify, cultivate, involve, and solicit the education community, alumni, and friends of the university in developing and sustaining an active external fundraising program. (For more information on the SIU Foundation, visit <http://www.siu.edu/~affact/>. For specific information concerning *The Campaign for Southern*, visit <http://www.siu.edu/~affact/campaign/>. The College of Mass Communication and Media Arts' component of this campaign is described in detail at: http://www.siu.edu/~affact/campaign/priority_unit09.asp.) Develop external support and funding from industry and governmental agencies.
9. Represent collegial interests and perspectives while serving as official spokesperson between the College and other units within the University, as well as with off-campus constituencies.
10. Advocate for wide range of media arts practice and research, and for independent public broadcasting to both internal University and external constituencies.
11. Oversee recruitment and retention of a diverse body of undergraduate and graduate students. Provide academic leadership for the undergraduate and graduate programs, including the planning, development, and promotion of the College's educational and research activities.
12. Provide the impetus for undergraduate and graduate academic programming in the College, including the development of new and expanded programs and modifications of existing programs, where appropriate and feasible.

13. Develop and supervise programs for the recruitment, retention, advisement, and placement of undergraduate and graduate students in the College. Involve alumni and friends in joint problem solving, placement of students, and the development of internships.
14. Communicate with the faculty and staff of the College, taking measures to assure that all are informed as to the status, progress, and organization of the College.
15. Enhance and inspire an academic climate that will promote excellence in teaching, research, and service. Support involvement and contributions by faculty, staff, and students in both institutional and professional service, as well as encouraging a well-rounded personal development program.
16. Participate in program reviews and/or specialized accreditations. Ensure that undergraduate and graduate programs conform to and exceed the standards of accrediting agencies for undergraduate, masters, and doctoral programs in the College.
17. Encourage and support the development of joint degree programs with other collegial units on campus.
18. Initiate and coordinate the upgrading of the technical infrastructure of computers, software, networks, and ancillary equipment in the classrooms and staff and faculty offices.

Given these goals and the culture of the College, the successful candidate will be expected to work collegially with a multidisciplinary faculty, a diverse student body, an active external advisory board, alumni, and the community.

Qualifications: The successful candidate must possess:

- distinguished academic credentials and stature appropriate for appointment to the rank of full Professor with tenure in a department in the College;
- recognized excellence in teaching, scholarly research or creative work, and professional achievement;
- an extensive record of success in securing external funding;
- proven leadership ability, administrative and budgetary experience; and
- experience in planning, personnel, student matters, program reviews and/or specialized accreditations.

The candidate must be able:

- to guide the College mission and encourage a culture of collegiality and professional achievement across a diverse social and intellectual community of faculty, students, and staff.

The successful candidate must also demonstrate:

- excellent oral and written communication skills
- the ability to guide and articulate effectively the College's mission to students, faculty, alumni, external funding agencies, and other decision-making bodies
- the ability to develop and sustain collegial and productive relationships with on- and off-campus constituencies, funding sources, and fundraising sources on behalf of the College
- a commitment to academic innovation and interdisciplinary program development
- a commitment to high standards in undergraduate and graduate education; and
- a commitment to cultural diversity and equal opportunity.

This is a security-sensitive position. Before any offer of employment is made, the University will conduct a pre-employment background investigation that includes a criminal background check.

Effective Date: The position is available July 1, 2008. This position description may also be found through the "PVC Links" at <http://www.siu.edu/~vcaap/>.

Application Deadline: January 1, 2008, and will continue until the position is filled.

Application Procedure: Completed applications will include a letter of interest, a current curriculum vita, and the name, address, phone number, and email address for five references. Nominations, inquiries, and applications should be addressed to:

Search Committee for Dean, College of Mass Communication and
Media Arts
Office of the Provost and Vice Chancellor
Attn: Ms. Tina J. Biggs
Anthony Hall 125 - Mail Code 4305
Southern Illinois University Carbondale
1265 Lincoln Drive
Carbondale, Illinois 62901
Telephone: 618-453-5744
E-mail: tjbiggs@siu.edu

For more information about Carbondale and the southern Illinois area, please visit the City's website at <http://www.ci.carbondale.il.us/>.

SIUC is an affirmative action/equal opportunity employer that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.