



**DEAN, COLLEGE OF ARTS AND SCIENCES**  
*Oklahoma State University*  
*Stillwater, Oklahoma*

The Board of Regents for Oklahoma State University invites nominations and applications for the position of Dean, College of Arts and Sciences. The Dean reports to the Provost and Senior Vice President, Division of Academic Affairs.

The Dean provides academic, intellectual and administrative leadership to the College of Arts and Sciences and promotes excellence in all aspects of the College's mission, consistent with the University's land grant mission, to promote distinction in teaching and student learning; foster research, scholarship and creative activities by faculty and students; and engage the entire university community, the people of Oklahoma, the nation, and the world by advancing knowledge of science and the arts in an environment that encourages innovation. The Dean will also be named to the Puterbaugh Foundation Endowed Chair, established to promote excellence in teaching, research, and scholarship in the College of Arts and Science.

The College of Arts and Sciences (CAS) is a vibrant and diverse academic unit comprised of 24 departments and schools spanning the arts and humanities, math and sciences, and social sciences. As OSU's largest college, CAS serves nearly 7,000 students, supported by more than 650 faculty and 200 dedicated staff. Students within the College choose from 162 undergraduate degree options, which include a growing number of interdisciplinary subject areas in Stillwater, at OSU-Tulsa, and online. In addition to its 24 departments, CAS is home to six cross-disciplinary centers that inspire students to broaden their minds and horizons. The College also offers graduate programs in 30 masters and 14 doctoral fields of study. The College fosters academic excellence and prepares students to not only compete in the marketplace, but also to generate new knowledge to solve some of the world's most critical problems.

The College plays a role in the education of nearly every OSU student — not just CAS majors — serving as the primary source for general education courses, building foundations for advanced study in every field, and driving a significant share of the research, scholarship, innovation, and outreach activities. The College engages and impacts the community in multiple ways, including arts and culture, such as the Prairie Arts Center in conjunction with the City of Stillwater, in health and clinical services, such as the OSU Speech-Language-Hearing Clinic, and in industry, through collaborations like NGWA University, a joint venture with the National Groundwater Association to educate current and future groundwater professionals. The College of Arts and Sciences offers its faculty, staff, and students the opportunity to grow personally and professionally through its wide range of resources and its deep commitment to excellence and life-long learning through scholarship and all forms of creative and intellectual expression. Further information about the programs and uniqueness of the College of Arts and Sciences can be found at <http://cas.okstate.edu/>.

Oklahoma State University, with a 130-year history, is one of the nation's most comprehensive land-grant university systems. The OSU System has more than 34,000 students, 7,400 employees, and campuses located in Stillwater, Tulsa, Oklahoma City, and Okmulgee. Exceptional strengths in the sciences, engineering, agriculture, business and the humanities are distinguishing features of the University.

Additionally, OSU has graduated more than 264,000 students to serve the state of Oklahoma, the nation and the world. Over the past two years, President Kayse Shrum and Provost and Senior Vice President

Jeanette Mendez – OSU’s transformational leadership team -- have taken steps to advance the institution further with the development of a strategy for the next era of OSU. The [university system strategy](#) has a focus on OSU becoming the nation’s preeminent land-grant institution. The CAS Dean will lead the execution of this vision for their respective college and will have the opportunity to shape the future success of OSU as well as ensure imperatives are achieved. As part of the strategy, the Dean will also assist in identifying key areas where OSU can make a difference in solving societal problems, be student-centric, with a focus on providing each student with a thoughtful set of competencies to prepare them for life after graduation.

*QUALIFICATIONS:* Candidates should understand the breadth of disciplines found in the College of Arts and Sciences. Candidates should also demonstrate intellectual leadership that inspires others and an innovative vision for how to achieve the mission of the College. In addition, candidates will have a broad knowledge of higher education, strategic management skills, a demonstrated commitment to advancing all populations, an understanding of scholarship and the value of interdisciplinary collaboration, and a strong commitment to the role of Arts and Sciences at a modern land-grant university.

Required qualifications include an earned doctorate or an appropriate terminal degree in one of the disciplines in the College, with an outstanding record of scholarly achievement in teaching, research and extension that qualifies the candidate for membership in the Graduate Faculty and tenure at the rank of professor. Additional qualifications include a minimum of four years of relevant administrative experience at a comprehensive research university, or the equivalent, with proven ability to work and communicate effectively with the public and those served by the College. Candidates should provide evidence of their ability to lead major fundraising campaigns and attract external funding. In addition to proven administrative skills, candidates should possess a demonstrated record of promoting ethical behavior and social responsibility, and a demonstrated capacity to work effectively with faculty, staff, students, and leaders in business, industry, and other educational agencies and institutions, as well as a demonstrated commitment to shared governance, transparency and academic freedom.

*SALARY:* Commensurate with qualifications.

*BEGINNING DATE:* As soon as possible following acceptance of position.

*APPLICATION:* The Division of Academic Affairs has a strong commitment to the well-being and development of all populations. While applications and nominations will be accepted until a successful candidate has been appointed, interested parties are encouraged to submit their materials by Monday, December 4, 2023, to receive optimal consideration. Nominations and application materials, which should include a letter indicating the applicant’s interest, experience and qualifications for the position, and curriculum vitae, must be submitted online at [Jobs.okstate.edu](https://Jobs.okstate.edu) **and** to:

**Greenwood/Asher & Associates, LLC**

Jeremy Duff, Vice President of Executive Search  
([JeremyDuff@greenwoodsearch.com](mailto:JeremyDuff@greenwoodsearch.com) | 1.850.650.2277)

Itza Walters, Senior Consultant/Recruiter  
([ItzaWalters@greenwoodsearch.com](mailto:ItzaWalters@greenwoodsearch.com) | 1.850.737.6209)

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*Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit [eeo.okstate.edu](http://eeo.okstate.edu).*

## **POSITION DESCRIPTION**

### **I. TITLE**

Dean, College of Arts and Sciences, Oklahoma State University

### **II. AUTHORITY**

The Dean has the responsibility for all activities within the College and has commensurate authority for performing the duties of the office as determined by the Provost and Senior Vice President. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

Under the direction of the President and the Provost and Senior Vice President of the University, the Dean is the chief academic, business, and fiscal officer of the College and works regularly with the University vice presidents and with the deans of the other colleges. Major functions relative to the College include working with faculty to formulate and implement administrative and educational policies, establishing and overseeing the organizational structure, developing and allocating resources, representing the College to its constituents, and developing relationships and securing external financial support in coordination with the OSU Foundation.

### **III. MAJOR RESPONSIBILITIES**

Provide strong and forward-looking leadership, including maintaining continuous, effective two-way communications among and between people involved in the planning, developing, implementing, evaluating, reporting, and promoting of the programs in the College, both internally and externally.

#### **A. Duties Related to Leadership and Management**

1. Develop, in conjunction with faculty, a strategic vision, long- and short-range plans and objectives for the College that aligns with the University's strategic plan, while strengthening programs and infrastructure, along with necessary policies and programs for achieving those objectives.
2. Enhance quality by establishing, supporting and enriching high quality educational programs, instruction, research and outreach activities of the faculty; providing an environment that fosters faculty commitment to teaching, scholarship or creative activity, and service.
3. Oversee the ongoing operations of the College enterprise, including curriculum development and delivery; teaching and learning; assessment and accreditation; faculty recruitment, retention, development, and promotion; student recruitment and advising; budgeting, facility and equipment planning and allocation; fundraising and communication.

4. Select, in conjunction with faculty, associate and assistant deans, department and school heads, and directors for the College and approve recommendations for faculty and staff employment, promotion, salary adjustment, and termination, although typically such personnel action recommendations are subject to final approval by the Provost, President and the Board of Regents.
5. Prepare, in conjunction with faculty, salary and non-salary budgets for instruction, research, and outreach activities within the College, allocating funds to each function, and monitoring the use of such funds.
6. Maintain accurate fiscal records of all funds in the College, including grants and contracts, and oversee the allocation and expenditure of such funds.
7. Seek, in conjunction with faculty, grants, contracts, and donations from extramural sources. Work with the OSU Foundation to develop, cultivate, and solicit private gifts for the improvement of the programs within the College. Work diligently to ensure a strong financial position for the College.
8. Provide leadership in student recruitment and in providing an environment for students that results in improved student success outcomes.

B. Duties Related to Instruction, Research, and Extension

1. Assume responsibility for the supervision and coordination of instruction, research, and extension activities within the College.
2. Review and approve policies and programs relative to instruction, research, and extension within the College.
3. Work actively to encourage and support faculty and staff development designed to enhance the quality of instruction, to maintain and stimulate research in areas related to the mission of the University and of the College, and to expand the impact of extension.
4. Cultivate an environment that promotes the academic, professional, and social success of students.
5. Work collaboratively with academic deans campus-wide to encourage and facilitate interdisciplinary programs.

C. Duties Related to Public Service

1. Represent the College and the University by participating in the activities of appropriate professional, technical, and civic organizations.
2. Represent the College and the University in discussion of those public issues that are related to expertise found within the College.

D. Other Duties as Deemed Appropriate

#### **IV. QUALIFICATIONS**

- A. Demonstrated ability to inspire others to excellent, effective, and creative performance, to relate to people, to manage funds, to generate resources for use by the College, and to delegate responsibilities and authority generously and wisely.
- B. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, students, alumni and leaders in business, government, and other educational agencies and institutions.
- C. Demonstrated ability to lead a fundraising campaign, develop relationships, and attract and manage external funding in cooperation with the OSU Foundation.
- D. Understanding of the breadth of disciplines found in the College of Arts and Sciences and a strong commitment to the role and mission of a College of Arts and Sciences at a major land-grant university.
- E. Demonstrated commitment to shared governance in the College.
- F. Earned doctorate or an appropriate terminal degree, with an outstanding record of scholarly achievement in teaching, research and extension that merits a tenured appointment at the rank of professor in an academic unit within the College.
- G. Minimum of four years of administrative experience at a comprehensive research university, or the equivalent.
- H. Willingness and an ability to take responsible risks, innovate, and make decisions in accord with appropriate faculty council and sometimes without the acquisition of complete information.
- I. Possess exceptional communication and interpersonal skills.

#### **V. PROFESSIONAL DEVELOPMENT**

The Dean of the College should pursue a course of action designed to enhance all aspects of professional responsibilities. Such activity should include participation in activities such as state, regional, and national professional groups; preparation of papers for journals and for delivery at professional meetings; engagement in independent study, travel, and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the College of Arts and Sciences.

*Approved by the OSU/A&M Board of Regents, September 8, 2023.*