



Indiana University School of Social Work

Associate Dean Position Available – IN_SOCW 12010

The Indiana University School of Social Work (IUSSW) invites applications for the position of Associate Dean.

The School has a long and distinguished history that began in 1911. IUSSW offers the BSW, MSW, and PhD in Social Work and the AS and BS in Labor Studies. The School has approximately 65 full-time faculty members on seven campuses with more than 30 located at the Indianapolis campus where the Associate Dean will be based. The School enrolls approximately 1,500 students in its programs with approximately 800 on the Indianapolis campus. The Associate Dean reports directly to the Dean, undertaking the following duties and responsibilities:

- To coordinate the design and development of curriculum, administrative policies and procedures and strategic planning.
- To facilitate student recruitment, retention, and graduation.
- To conduct annual reviews of non-tenure track School of Social Work faculty and to mentor junior faculty.
- To coordinate student IUSSW scholarships.
- To prepare internal and external reports including the CSWE annual statistical report, the University annual planning report, and the School Bulletin.
- To manage student appeals, including establishing faculty committees for such reviews.
- To coordinate course-scheduling activities.
- To teach in area of expertise, at least one course per semester, or per year, depending upon other assignments.
- To coordinate School assessment processes for planning, for quality improvement, and to meet accreditation requirements.
- To coordinate and monitor faculty teaching and liaison assignments.
- To represent the School and the Dean at selected meetings as needed.
- To work to promote the School's commitment to social and economic justice.
- To maintain and enhance the positive, collegial work environment that exists throughout the IUSSW.
- To perform other duties as needed and assigned by the Dean.

EDUCATIONAL REQUIREMENTS ~ Qualified applicants must hold an earned doctorate in social work or related field and at least two years post-MSW practice experience.

OTHER REQUIREMENTS ~

- A demonstrated record of scholarship, teaching, and service that would support being awarded tenure at IU. To achieve tenure candidates must meet Indiana University requirements and be approved by University administration.
- A demonstrated record of administrative responsibilities.
- Appropriate administrative experience is required.
- Experience working in a college level academic setting is required.
- A demonstrated record of garnering external funding is preferred.
- Expertise in the use of technology with an emphasis on data sets and new and emerging media is preferred.

SALARY ~ Commensurate with qualifications and experience.

APPLICATION PROCEDURE: A complete application must include: letter of interest and curriculum vita. Names of three references will be required of final candidates. The letter of interest should include a description of how the applicant's strengths and competencies match the desired position. Screening of applications will begin on or after November 15, 2012, and will continue until an offer is made, with an anticipated appointment date beginning between July 1, 2013 or thereafter depending upon the candidate's availability. All applications should be submitted electronically to Tammy A. Clifford (tacliffo@iupui.edu), and the Subject line - Associate Dean Search Committee.

Indiana University Purdue University Indianapolis (IUPUI) is an Equal Opportunity/Affirmative Action Institution, and is committed to diversity at all levels. Reflecting its commitment that all persons shall be free from discrimination due to age, gender, race, ethnic origin, physical ability, religion, or sexual orientation, the School of Social Work seeks applications from people of diverse background. Applications from women and minorities are encouraged. Individuals who require reasonable accommodations in order to participate in the application process must notify Tammy Clifford, 902 West New York Street, ES 4138B, Indianapolis, Indiana 46202-5156. Telephone: (317) 274-8362.