

Associate Dean for Faculty Affairs and Curriculum

Faculty at the University of South Carolina own the curriculum for granting of degrees, and the policy/criteria for faculty appointment, tenure and promotion. The Arnold School of Public Health dean's office seeks an energetic impassioned leader of and for the faculty to assist with the critical duties of faculty and curriculum management. The Associate Dean for Faculty Affairs and Curriculum will manage new curricula and course approvals through School to university/CHE channels as required; manage online AP and similar programs domestically and abroad; and oversee our Graduate Student Services Office and professional practice programs. Additional responsibilities include assisting the faculty T&P chair and units with oversight of faculty promotion and tenure policy and progression (i.e., all classes of faculty); liaison with the graduate school, registrar, and provost office on academic matters when required; assist departments with appointments/renewals of adjunct/affiliate faculty appointments; assist the Dean with faculty recruitment, professional development, retention and diversity/inclusion efforts; and serve as advocate for the constant improvement of student customer service in ASPH/USC.

DUTIES INCLUDE:

Manage course/curriculum development and revision oversight including new degree programs. Development and oversight of international degree-granting programs joint with ASPH departments and partner institutions around the world.

Partner/coordinate twice yearly with Deans, Chairs, Directors to ensure CEPH accreditation standards are being met, and plan/make adjustments as needed. Receive training with AD for Operations and Accreditation on CEPH accreditation requirements and processes.

Assist the faculty T&P chair and units with faculty promotion and tenure progression and policy; identify and address faculty performance, welfare and retention issues with the Dean/Chairs/Directors.

Provide Office of Graduate Student Services (GSS) oversight (e.g., admissions processes, data management, technical updates to PHGrad, Delta Omega, new-student orientation, ASPH hooding ceremony, recruitment at APHA, ensuring program information is accurate and current for ASPH website, print materials, Graduate School website, and Graduate Studies Bulletin).

Serve as Academic Program Liaison (APL) for USC curriculum approval process; Liaison to USC Graduate Council and when required, Faculty Senate;

Attend and support Dean's Student Advisory Council (graduate professional development activities; service/volunteer activities in community); Address graduate student grievances, petitions and appeals; evoke Grievance Committee action when required.

Scheduling/management of classroom peer reviews of teaching; oversee adjunct and affiliate faculty appointments and renewals, and term graduate faculty appointments and renewals as required.

Qualifications: Candidates should be tenured associate or full rank professors in the Arnold School of Public Health. Experience in department or program/center academic leadership is preferred. Position expected to be a 50% time/effort commitment with commensurate teaching release and 10.5mo salary.