

Wayne State College
Wayne, Nebraska

Position Profile

Dean of Arts and Humanities

February 2017

Prepared by:

Summit Search Solutions, Inc.



Wayne State
College

www.wsc.edu

THE INSTITUTION

For more than 100 years, Wayne State College (WSC) has been devoted to freedom of inquiry, excellence in teaching and learning, and regional service and development. Known for its friendly atmosphere, exceptional academic reputation and success of its graduates as well as its affordability, Wayne State is the college of choice for over 3,500 students. WSC is rapidly emerging into one of the most dynamic, small, regional public colleges in the Midwest, located in Northeast Nebraska. Strong leadership, steady enrollment, a renewed focus on student development and teaching, and several recently completed building projects are indicators of the College's vitality.

In 1891, during its infancy, Wayne State started out as a teacher's college. Now, more than 125 years later, 1 out of 10 Nebraska teachers possesses at least one degree from Wayne State. Today, as a leading comprehensive college in Northeast Nebraska, it now offers more than 90 undergraduate programs and four graduate programs.

Located on a 128-acre campus, WSC provides education in a small, personalized setting as it boasts a 20:1 student-to-faculty ratio. Not only does WSC provide students with an outstanding education, but it addresses the needs of students with regard to its extra-curricular activities which include theater, music and athletic teams. Service-Learning is also an important component of education at WSC. Students lead community projects designed to integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

Wayne State College is the only public college or university in Nebraska to receive recognition in the 2013 and 2014 *U.S. News and World Report* annual college guides, *Colleges of Distinction* and the *Washington Monthly College Guide and Rankings* wherein it is recognized as having the highest overall score of any public institution in Nebraska and is ranked second for community service participation. Wayne State has been named to the President's Higher Education Community Service Roll three years in a row. To read more visit: www.wsc.edu



Location: Wayne, Nebraska

THE SCHOOL OF ARTS AND HUMANITIES

The School of Arts and Humanities is dedicated to creativity development by stimulating curiosity, encouraging critical self-examination, and facilitating intellectual discovery. The School of Arts and Humanities is comprised of the following departments: Art and Design, Communication Arts, Music and Language and Literature. Program highlights include: A revitalized theatre arts program; regional service through literary and performing arts, national accreditation, and a long-running literary series.

To learn more: https://www.wsc.edu/info/20015/arts_and_humanities/884/program_highlights

THE OPPORTUNITY

The **Dean of Arts and Humanities** position is a 12-month administrative position that reports to the Vice President for Academic Affairs (VPAA). The Academic Dean position encompasses both leadership and administrative managerial roles. This position assumes primary responsibility and oversight of personnel, activities, budgets, and facilities in the School of Arts and Humanities (Art and Design, Communication Arts, Language and Literature, and Music). The Dean will supervise office assistants, instructors, assistant professors, associate professors, professors, Staff Accompanist, Theatre Technician, and a Broadcast Engineer. The responsibilities of the Dean of Arts and Humanities include but may not be limited to:

- Leads and manages academic program quality and school activities that ensure strategic planning, policies and procedures, assessment, and continuous improvement activities are coordinated and implemented.
- Represents the school in administrative and academic matters including recommendations to Dean's Council, Academic Council, President's Staff, and student services regarding programming, student engagement and success, and program needs.
- Coordinates and implements appropriate technology, pedagogy, modes of delivery, and student learning paths to advance degree completion and retention.
- Administers faculty and staff employment recommendations, evaluations, and professional development.
- Provides coherence and coordination of school activities related to curriculum development and implementation in accordance with applicable policies and procedures; programmatic and individual course offerings and scheduling; as well as assessment and improvement of academic programs and learning outcomes in partnership with the other deans who are responsible for the academic campus-wide leadership of curriculum and assessment.
- Serves as the responsible budget officer for the school; exercises budgetary oversight, supervising the handling of monies and budgetary needs.
- Communicates, collaborates, and builds consensus effectively and appropriately with all members of the campus community.
- Manages student, staff, and faculty relation issues within the school and addresses and/or resolves conflicts in a productive and fair manner.
- Oversees undergraduate student academic complaints and grade appeals, internships, development of online programs and dual enrollment.
- Designs, organizes, implements, and assesses the onboarding, support, and career transition of faculty and adjuncts within Academic Affairs.
- Acts as content manager for assigned websites.
- Oversees scheduling and contracts for the Black and Gold and Literary, Visual and Performing Arts Series.
- Oversees school accreditation, assessment, recruitment, curriculum, graduate programs, and retention.
- Assists the VPAA with issues related to curriculum policy and procedure. Works with programs and the Registrar to oversee and schedule curriculum and catalog changes.

- Oversees curriculum matters: scheduling spring, summer and fall courses (classes, rooms, course cancellations); templates; independent study requests; requests for incompletes; requests for grade changes; requests to take final exams early; course substitutions.
- Maintains positive relationships with external constituents.
- Participates and/or leads other tasks as assigned by the VPAA.

QUALIFICATIONS

- Earned terminal degree that aligns with a discipline in the school.
- Demonstrated record of teaching, scholarship or creative activities, and service in higher education.
- Administrative leadership experience in higher education.
- Experience with facilitation of program assessment.
- Strong written, oral, and interpersonal communication skills.
- Ability to foster strategic partnerships with regional stakeholders.
- Experience with national accreditation (NASM, NASAD) preferred.
- Experience in delivery of online/distance education programs preferred.
- Experience in matters of faculty and personnel preferred.



PROCEDURE FOR CANDIDACY

Review of applications will begin immediately. Applications received on or before **March 17, 2017** will be given primary consideration. To apply online, go to: <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit PDF versions of your curriculum vitae and letter of interest upon application.

Please refer to www.wsc.edu/hr for further details about the campus, policies, and excellent benefit package that Wayne State College offers.

For nominations or further information:

Caitlin Hummel

Senior Consultant

Summit Search Solutions, Inc.

Direct: 585-598-3269

chummel@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

ccoward@summitsearchsolutions.com

Wayne State College is an equal opportunity institution. WSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Jeff Carstens, Vice President and Dean of Students, Title VI, VII, IX Compliance Coordinator, Wayne State College, 1111 Main St, Wayne NE 68787, 402-375-7213



[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



WAYNE, NEBRASKA AND SURROUNDING AREAS

Wayne combines the best in modern living with traditional American values. This neighborly region possesses a healthy progressive spirit and open friendliness, nestled in one of the most scenic spots in all of Nebraska. Residents describe this part of northeast Nebraska as an easygoing place to live, work and play. As the county seat of Wayne County, it is located in northeast Nebraska on State Highways 15 and 35.

Quiet neighborhoods surrounded by beautiful rural vistas make up a large part of the area and residents have daily access to the great outdoors. There is also a thriving commercial district that offers many advantages to businesses. This city has a strong economic heritage and is widely regarded as one of the best places in the State for relocation and new enterprise. Excellent public and private schools provide the best education for all students. Wayne is dynamic and vibrant, with steady commercial growth and thoughtful planning by civic leaders and it is located just close enough to larger cities to take part in the excitement of city life. It's also removed enough to let you spend quiet evenings relaxing at home.



Wayne is located just 45 miles southwest of **Sioux City, Iowa**, where one can enjoy history, entertainment, dining and nightlife. In 2010, Forbes ranked Sioux City in the top 15 Best Places for Business and Careers.

Next, if you travel 105 miles southeast to **Omaha, Nebraska**, there you will find a metropolitan area that is home to over 900,000 people who welcome visitors with open arms and authentic Midwestern hospitality.



Another popular city 'fix' is **Lincoln, Nebraska**, just 120 miles south of Wayne. It sits as the capital of Nebraska and offers exciting adventures for cycling enthusiasts, wine and beer aficionados, artists and music lovers.

For more information on Wayne, Nebraska and surrounding areas:

City of Wayne Nebraska: <http://www.cityofwayne.org>

Wayne County Nebraska: <http://www.waynecountyne.org/>

Visit Nebraska: <http://visitnebraska.com/>

Visit Sioux City: <http://visitsiouxcity.org/visitors-guide/>

Omaha: <http://www.visitomaha.com/>

Lincoln Convention and Visitors Bureau: <http://www.lincoln.org/>