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Position #: (NUNC) (E)  
Developed by:...DL  
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Approved by:...LK  
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UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Dean of the Alan Shawn Feinstein College of Education and Professional Studies

**DIVISION:** Academic Affairs

**REPORTS TO:** Provost and Vice President for Academic Affairs

**GRADE:** 22

**SUPERVISES:** Professional, administrative and support staff

**BASIC FUNCTION:**

The University of Rhode Island, the public flagship and Land Grant University of the State and a leading teaching and research institution, invites nominations and applications for the position of Dean of the Alan Shawn Feinstein College of Education and Professional Studies. This newly created college offers both credit and non-credit programs on both the Providence and Kingston campuses through the School of Education, a recently transformed School of Professional and Continuing Studies, and a new Office of Strategic Initiatives.

The Dean will provide leadership and promote innovation and new program development in establishing a flexible, accessible, contemporary, and experiential learning environment for students across the lifespan aimed at enhancing enrollment of non-traditional students and preparing teachers, adult learners, and working professionals to be leaders in their careers and communities. The Dean will also be responsible for managing the facilities and operations associated with the Providence campus. Cultivate networks and partnerships in the State of Rhode Island's urban core. Serve as the principal advocate for advancing the University's role as a federally designated Urban Grant University. The Dean is expected to partner with the URI Foundation to cultivate and steward alumni, friends, and partner prospects as potential supporters of the institution for an upcoming campaign.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage the Alan Shawn Feinstein College of Education and Professional Studies, including academic planning, budgeting, resource development, and implementation of University academic and administrative policies.

Provide leadership in the development and advancement of forward-looking educational academic programs and research, including, but not limited to:

innovation in education; learning and teaching across the lifespan; adult and continuing education, social justice; online learning; program assessment and evaluation; and educational policy.

Lead efforts to develop and implement new and relevant continuing education and professional studies programs for adults and non-traditional students.

Lead the creation and implementation of comprehensive and innovative educational programs, research, services, outreach, and entrepreneurial activities for community stakeholders that are responsive to current needs and trends through the Office of Strategic Initiatives.

Develop partnerships with local business, nonprofits, educational institutions, and other community groups to engage faculty and students in projects and experiences that advance community and workforce development in the state and region.

Provide leadership in the development and coordination of a diverse range of academic and service programs to meet the needs of urban populations, aspiring teachers, and continuing development of working teachers, with special emphasis on Rhode Island's urban centers.

Advise the President and Provost on urban-related programs operating throughout the University;

Seek external support from a variety of agencies and private entities; maintain and foster relationships with the Providence business, community and political leaders to advance the University's urban-focused programming.

Responsible for the operation of the University's Providence Campus, including the management of all facilities and budgets; provide coordination and administrative oversight to University units and programs based at the campus

Oversee faculty and staff recruitment and retention in compliance with Affirmative Action policies and procedures.

Actively represent the College to internal and external constituencies by developing effective relationships on a local, state, national and international level.

Provide leadership in fundraising efforts in the College and enhancement of alumni and community relationships.

Promote a climate of accessibility to students and faculty.

Encourage diversity among faculty, staff and students.

Lead with integrity, honesty, and transparency, and demonstrate leadership in promoting ethical standards within the College and in professional practice.

Represent the college at both the internal and external level, including the Council of Deans and Faculty Senate.

**OTHER DUTIES AND RESPONSIBILITIES:**

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, and word processing, database management, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** An earned doctorate in education or a related field of study from an accredited institution of higher education; Demonstrated scholarly qualifications appropriate for appointment as a full professor with tenure; Minimum of three years of successful administrative, managerial, and planning experience in a large, complex, higher education institution; Demonstrated ability to develop and manage strategic budgets and priorities; Demonstrated accomplishments in education, research and community service commensurate with a tenured professional academic rank; Demonstrated experience in the development and administration of teacher education programs and programs for non-traditional adult students; Demonstrated accomplishments in working effectively with various stakeholders (for example, alumni, friends of higher education, non-profits, and corporations) and building productive partnerships; Demonstrated ability to raise funds; Demonstrated leadership in promoting contemporary academic and outreach programs aimed at teacher development and the needs of adult learners; Demonstrated evidence of collaborative leadership style; Demonstrated ability to work with diverse groups/populations; Demonstrated evidence of entrepreneurial skill and creative thinking; Demonstrated strong verbal and interpersonal communication skills; Demonstrated sensitivity to needs of all types of faculty, including contingent faculty; and, Demonstrated experience with the National Council for Accreditation of Teacher Education (NCATE), Council for the Accreditation of Educator Preparation (CAEP) and/or other accrediting bodies.

**PREFERRED:** Demonstrated ability to articulate a vision and develop a strategic plan for the Alan Shawn Feinstein College of Education and Professional Studies that accounts for human, financial and facility resource growth across academic units; and, Demonstrated experience in building and facility oversight and planning.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**