



Concordia
UNIVERSITY • SAINT PAUL

Date of Notice: November 13, 2009

**Announcing the Availability
of the Following Faculty Position:**

Dean of Graduate School

In the Department of

Academic Affairs

Position Responsibilities:

The Dean of the Graduate School is a member of the university faculty and serves as the university as a key academic officer for graduate education, provides administrative leadership for the graduate school, and represents graduate learning at the university. In addition, the Dean is an advocate for graduate education to external constituencies of the university. The Dean works collaboratively with graduate faculty to establish the mission, vision, and definition of graduate learning and teaching at Concordia University. The Dean also works with program chairs and directors to establish clear standards and expectations for all graduate programs and to assure that university standards for graduate learning are met. The Dean works to provide adequate resources to support graduate learning and the enhancement of faculty and student scholarship. The Dean provides leadership in monitoring existing graduate programs and the development of new graduate programs that are a fit for the mission and strategic vision of the university.

In addition to other faculty responsibilities, the Dean is:

- Assigned 10 semester hours of administrative workload annually
- Appointed to a three-year renewable appointment

Qualifications:

- Commitment to the [mission and values](#) of a Lutheran University
- Earned terminal degree
- Experience in teaching graduate coursework (5 years minimum)
- Experience and aptitude for higher education administration (5 years minimum)
- Experience with planning and budgeting in higher education
- Familiarity with exemplary practices in graduate education

Additional Information:

Faculty Status:	Tenure Track
Job Type:	Full-time
Benefit Eligibility:	Full benefits
Preferred Starting Date:	January 1, 2010
Application Deadline:	October 29, 2009

To apply please send a letter of application and a statement of your vision for graduate education at Concordia University (2-3 pages).

Via postal mail:

Lonn Maly
Vice President for Academic Affairs
Concordia University-St. Paul
275 Syndicate St. N., St. Paul, MN 55104-5494

Via e-mail:

simon@csp.edu

Questions can be directed to **Jill Simon**, Executive Assistant to the Vice President for Academic Affairs, at **(651) 641-8730** or simon@csp.edu.

This position requires commitment to the mission of Concordia University, St. Paul. Concordia is an equal opportunity employer and encourages women and minorities to apply. However, because Concordia is an institution of the Lutheran Church-Missouri Synod, active members of Lutheran churches may be given preference.

See our website at <http://www.csp.edu/employment/>
or learn more about Concordia University-St. Paul at <http://www.csp.edu/>