

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Posted  
4-28-11  
#82

Date: April 15, 2011 Department: Office of Academic & Student Affairs

SUS ☐ SUBR ☒ SULC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

Application Deadline: May 7, 2011 Date position to be filled: July 1, 2011

Position Title: Dean, Dolores Margaret Richard Spikes Honors College Civil Service Pay Level: \_\_\_\_\_

Salary (annual): \_\_\_\_\_ or Salary Range: \$89,050 to \$99,000

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Tenure	<input type="checkbox"/> Temporary	<input type="checkbox"/> Job Appointment
	<input type="checkbox"/> Tenure Track (Probationary)	<input type="checkbox"/> Permanent	<input type="checkbox"/> Provisional Appointment
	<input type="checkbox"/> Grant	<input type="checkbox"/> Grant	
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

FOR HR USE ONLY  
CS Job Code: \_\_\_\_\_

Contact Person: Office of Human Resources Telephone No: 225 771-2682

Contact Email Address: Trisha wright@subr.edu

Contact e-mail address is for:

x Human Resources utilization only ☐ posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

Specifically, the dean of the Dolores Margaret Richard Spikes Honors College is charged with ensuring the provision of an enhanced educational experience for students who excel academically; a challenging and nurturing learning environment sustained through the use of innovative pedagogy and flexible and competitive curricula; and high mentoring relationships with distinguished faculty and scholars. Further, the dean will develop and maintain cultural and intellectual opportunities designed to motivate students to perform at the highest levels and to become knowledgeable and effective leaders.

Generally, the duties of the dean are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student academic needs; recommend, plan, and manage activities of the departments/divisions under his/her supervision; ensure the timely completion of university-wide tasks within his/her college/school (e.g. grade submission, attendance verification, and faculty load reporting) make recommendations and decisions to maintain accreditation and high academic and research standards applicable to his/her college/school; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities; prepare, present, and execute approved budgets for his/her college or school; and, after consultation with his/her faculties, make recommendations on personnel matters relating to the members of the staff under his/her direction. The college/school dean helps provide for faculty and student participation in the determination of college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. Deans are expected to teach a minimum of three credit hours each academic year. The duties and responsibilities are fully described in the SUBR *Faculty Handbook*.

Candidates must meet the following qualifications:

- Hold an earned terminal degree (Ph.D. or equivalent)
- Hold appointment at the rank of Professor with tenure in one of the University's departments or programs in a college or school.
- Demonstrated accomplishments in leadership, administration, fund raising and research.

rev 05/11/06

**Minimal qualifications** [Maximum 12 lines @ 250 characters (including spaces) per line]:

**Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address**  
[Maximum 12 lines @ 250 characters (including spaces) per line]:

This is an "agency only" search.

Applicants should submit the following to the Office of Human Resources, Southern University and A&M College, first Floor J.S. Clark Hall Annex, P.O. Box 10400, Baton Rouge, LA 700813 by email: (insert address):

- Cover letter specifically addressing his/her capabilities related to responsibilities stated in the position description.
- Three letters of recommendation
- Curriculum vitae





**Note: Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.**

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2011 APR 28 AM 9:06

## Jobs

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### Jobs: Dean

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<b>Position</b>	Dean
<b>AID</b>	
<b>Department</b>	Honors College
<b>Site</b>	Southern University Baton Rouge
<b>Status</b>	Full-Time
<b>Filled</b>	No
<b>Active</b>	Yes
<b>ContactName</b>	Human Resource Department
<b>ContactPhone</b>	225-771-2680
<b>ContactEmail</b>	hr@subr.edu
<b>Category</b>	Unclassified
<b>DatePosted</b>	4/28/2011
<b>DateNeeded</b>	7/1/2011
<b>Deadline</b>	5/7/2011
<b>DateRetired</b>	
<b>Description</b>	

The Dean of the Dolores Margaret Richard Spikes Honors College is charged with ensuring the provision of an enhanced educational experience for students who excel academically; a challenging and nurturing learning environment sustained through the use of innovative pedagogy and flexible and competitive curricula; and high mentoring relationships with distinguished faculty and scholars. Further, the dean will develop and maintain cultural and intellectual opportunities designed to motivate students to perform at the highest levels and to become knowledgeable and effective leaders.

Generally, the duties of the dean are to advise the chancellor, through the chief academic affairs officer, on personnel, financial, and student needs; recommend, plan and manage activities of the departments/divisions under his/her supervision; ensure the timely completion of university-wide tasks within his/her college/school (e.g. grade submission, attendance verification, and faculty load reporting) make recommendations and decisions to maintain accreditation and high academic and research standards applicable to his/her college/school; ensure that students have the proper guidance and counseling of the faculty to provide maximum growth and development opportunities, prepare, present and execute approved budgets for his/her college/school; and after consultation with/his/her faculties, make recommendations on personnel matters relating to the members of the staff under his/her direction. The college/school dean helps provide for faculty and student participation in the determination of the college and departmental policies and practices in course content, instructional procedures, budgets, and areas of obvious pertinence. Deans are expected to teach a minimum of three (3) credit hours each academic year. The duties and responsibilities are fully described in the SUBR

Faculty Handbook.

**Qualifications**

This is an **"AGENCY ONLY"** Search.

Candidates must meet the following qualifications:

- Hold an earned terminal degree (Ph.D. or equivalent)
- Hold an appointment at the rank of Professor with tenure in one of the University's departments or programs in a college or school
- Demonstrated accomplishments in leadership, administration, fundraising and research.

Applicants should submit a cover letter specifically addressing his/her capabilities related to responsibilities stated in the position description, three (3) letters of recommendation and a curriculum vitae to:

Human Resource Department  
Southern University and A&M College  
J.S. Clark Hall Annex, 1st Floor  
P.O. Box 10400  
Baton Rouge, LA 70813  
or via email to: [Hr@subr.edu](mailto:Hr@subr.edu)

**Salary**

\$89,050 - \$99,000

**Attachments**

Unclassified App 2.doc

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