

Associate Dean

College of Education

Northern Illinois University

The College of Education at Northern Illinois University invites applications and nominations for a full-time Associate Dean with academic rank. The College of Education, with a distinguished record of scholarly productivity and professional leadership, enrolls nearly 5,000 students in bachelor's, master's, and doctoral programs and in non-degree oriented professional development programs. The Associate Dean, as a member of the administrative team, will advise and support the Dean, provide leadership, and work collaboratively with the Department Chairs in the ongoing management of the College of Education.

The Associate Dean has primary responsibility for academic planning and curriculum review, coordination of internal and external program reviews (including NCATE) and of assessment initiatives, oversight of initial and advanced certification programs in the College, direction of publication initiatives, and enrollment management. The Associate Dean supervises professional staff in the Office of Academic Advisement, Student Recruitment Services, Office of Assessment, and Publications Office.

Required Qualifications:

1. Associate or full professor
2. Experience in working with diverse populations
3. Experience in academic program planning and curriculum development;
4. Experience and understanding of program review and/or accreditation process;
5. Experience in academic administration (coordinator, committee chair, etc) in higher education;
6. Experience in the advisement of undergraduate and/or graduate students.
7. K-12 knowledge and experiences of Teacher Education and Licensure/Certification

Submit letter of application, vitae, three original letters of reference specific to this position, and copies of graduate transcripts (official transcripts are required prior to hiring) to:
Dr. Lemuel W. Watson, Graham Hall 320, College of Education, Northern Illinois University, DeKalb, IL 60115. FAX: 815-753-2100. Electronic applications can be sent to pwielert@niu.edu. For additional information: telephone: (815) 753-1949 or <http://www.cedu.niu.edu>.

Review of complete applications will begin on November 16, 2009 and will continue until the position is filled. Northern Illinois University is an Equal Opportunity Employer/Affirmative Action Employer and recognizes dual career issues. Women and minorities are encouraged to apply.