



**Dean, Faculty of Liberal & Fine Arts**  
**University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	August 2018
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

**Dean, Faculty of Liberal & Fine Arts**

The University invites applications and nominations for the position of Dean of the Faculty of Liberal and Fine Arts (FLFA) who is able to advance the mission of the institution to ‘support and drive national development through teaching, research and innovation, and service.’ UB seeks a dynamic, collaborative and forward-thinking leader who will provide vision and strategic direction for the FLFA and act as an advocate for the arts through the University network and beyond.

The Faculty of Liberal and Fine Arts drives the liberal arts mission of the University and provides just under fifty percent of the academic programming in UB’s general education core. The Dean will be responsible for working with faculty through the Academic Senate to refine recommendations regarding the revision of the general education core, aligned with the University’s mission and embracing its newly chartered status.

In driving this mandate, the Dean will lead the Faculty in advocating for the central role of Liberal and Fine Arts in a comprehensive university and will be challenged to build consensus on several critical initiatives including, but not limited to, the development of annual programming across disciplines in the visual and performing arts, bringing the dream of an international village to life, deepening the commitment to second language learning within and across programmes, working collaboratively within the Faculty and across the institution to create synergies and entrepreneurial possibilities as well as avenues to ensure the success of the University’s Capital Campaign to attract resources to build a state of the art Cultural Arts Complex. The Dean will also seek to establish endowed scholarships for students in Fine and Performing Arts and complete a redesign and renaissance of the Performing Arts Centre.

In addition, in refining and mapping out the Faculty’s strategic plan so that it dovetails with that of the University, the Dean will cultivate strategic partnerships with University administrators, faculty and staff, and with local community members and arts organizations in order to execute the educational objectives of both the FLFA and University. Alumni relations and fundraising are

essential components of the position and the Dean will play an active leadership role in both. Building on its strengths, the Dean will provide strong, collaborative and transparent leadership for the FLFA.

The ideal candidate will embrace and encourage emerging initiatives in the Faculty and will be invested in shared governance and student success; have a commitment to stewarding and expanding fundraising efforts and to building, supporting and retaining outstanding faculty, staff and students. UB also seeks an individual who is dedicated to diversity, respects the uniqueness of each discipline, appreciates a wide range of perspectives and expertise, and who will develop new opportunities for programmes to contribute arts research and teaching to the rapidly evolving world of higher education.

#### **DUTIES AND RESPONSIBILITIES:**

- Facilitate the delivery of academic programmes, including the development of new programmes and the systematic review, assessment and evaluation of existing ones.
- Provide leadership and management of the Faculty Board and approve programmes, courses and general proposals for submission to Academic Senate and other Boards as necessary.
- Manage the academic, operational, physical, fiscal and human resources of the FLFA.
- Advance the quality of undergraduate and graduate instruction, supporting and sustaining faculty research activities and promoting the continued development of the FLFA.
- Spearhead the recruitment, hiring, orientation and retention of appropriately qualified faculty.
- Ensure faculty assessment and evaluation in accordance with University policies and procedures and recommend annual increments upon satisfactory performance of duties and responsibilities.
- Monitor full-time and part-time faculty workloads, duties and responsibilities.
- Recruit and retain talented students; monitor student enrollment; facilitate the timely completion of degree requirements; monitor and advise students on academic probation and suspension.
- Facilitate the resolution of disagreements or conflict between faculty and students and provide advice and support for disciplinary process/action when required.
- Contribute to academic policy review and development.
- Represent the FLFA, and by extension academic units in the Faculty, to students, parents, professional organizations, other colleges and universities, business and industry and other relevant constituencies.
- Maintain and expand links with government ministries, boards and agencies, with artistic and cultural groups and other relevant constituencies.
- Represent the University on national and international committees.
- Advance and support alumni relations and development initiatives.
- Prepare annual reports and other reports, plans and analyses as necessary.
- Serve on the Academic Affairs Leadership Team to assist with the overall strategic and operational planning, quality assurance, resource allocation, etc.
- Perform other duties as assigned to support the academic affairs of the University.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding achievements in teaching, research/scholarship and service.
- Substantial, progressive responsibility, leadership and experience in higher education.
- A strong focus on student success, including the capacity to develop strategies that increase student retention and time to graduation rates.
- A clear understanding of issues in higher education.
- Personal integrity and high ethical standards.
- Strong interpersonal skills and the capacity to negotiate change.
- Collaborative approach to governance.

**QUALIFICATIONS:**

- Earned terminal degree from an accredited university in one of the liberal or fine arts;
- Higher education administrative and programme development experience;
- Professional experiences and credentials appropriate to the rank of Associate or Full Professor;
- History of leadership in academic administration that exhibits progressively increasing responsibility, a record of success in building academic programmes and support services, and demonstrated prudent management of financial resources;
- Highly developed and effective communication and interpersonal skills, as well as experience in building collaborations at multiple levels and with diverse constituencies.

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link: <http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach the following documents **(in one e-file/document)** with your electronic submission: cover letter; copy of academic certificates; transcripts; curriculum vitae; copy of relevant pages of valid passport; contact information of three persons who can provide letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).