



MONTCLAIR STATE
UNIVERSITY



Position Specification

Dean, College of Humanities and Social Sciences

This Position Specification is intended to provide information about Montclair State University and the position of **Dean, College of Humanities and Social Sciences**. It is designed to assist qualified individuals in assessing their interest in this position.

DIVISION OF HUMAN RESOURCES

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The Opportunity

The second largest university in New Jersey, Montclair State University is a nationally ranked Carnegie Research III Institution and ranked with the top 100 National Public Institutions of Higher Education by U.S. News and World Report. Montclair State is designated by New Jersey as one of four public research institutions. With over 21,000 students, the University is poised to enter its next period of transformative development, and is seeking a Dean to lead the College of Humanities and Social Sciences (CHSS), one of the largest of the University's eleven colleges and schools. The CHSS Dean is a key member of the University's academic leadership team, expected to have a transformative role in shaping the future of Montclair State University.

The College enrolls currently approximately 5,000 majors, 1,000 minors, and 700 graduate students in twenty-two undergraduate degree programs, eleven master's degree programs, and two doctoral programs in Audiology and Clinical Psychology. An interdisciplinary, inter-college, Industrial and Organizational Psychology PhD program is in planning.

The CHSS Dean is the academic leader for more than 275 full-time faculty and instructional personnel in sixteen Departments including Anthropology; Classics and General Humanities; Communication Sciences and Disorders; English; History; Justice Studies; Linguistics; Modern Languages and Literatures; Philosophy; Political Science and Law; Psychology; Sociology; Social Work and Child Advocacy; Spanish and Latino Studies; Religion; and Writing Studies. Psychology and Justice Studies are among the five largest undergraduate majors of the University.

Responsibilities and Expectations

Appointed by the President and reporting to the Provost and Vice President for Academic Affairs, the Dean serves as the chief academic and administrative officer of the College. Given the complexities and challenges of the current national higher-education environment, the University seeks a Dean who will provide strong, purposeful, and informed intellectual leadership within the College, across the campus, and in relationships with the external community. The Dean will

- Oversee the academic development, growth and quality of the College;
- Assure that appropriate structures are in place to support the educational environment for students;
- Oversee the annual budget process for the College and its attendant requests for faculty and staff positions, capital development, instructional support, research development;
- Oversee the hiring, reappointment and promotion of faculty and professional staff, assuring their excellence and reputation;
- Interface with Development to raise external funding for the priorities of the College;
- Assure that all degree and program offerings of the College are staffed and scheduled in accord with student needs and expectations.

She/he should possess:

- A leadership vision of higher education which will inspire and motivate a diverse body of faculty to identify with common goals, common purposes and a shared mission as a College.
- Personal capacity for developing professional relationships across institutions, national associations and local industries which will open new opportunities for the College, its programs and its students.
- Intellectual strength and acumen to direct CHSS' growth and academic development within the University's expanding profile.
- An understanding of liberal arts education and its relationship to the preparation of students for both careers and engaged, successful lives
- An international vision of the academic community
- A student oriented sense of service balanced with high standards in all matters of academic quality
- A strong commitment to the mission of public higher education
- A commitment to diversity and inclusion at all levels and in all forms
- Personal resilience and a sense of humor appropriate to managing a full range of professional expectations and relationships.

Qualifications

- An earned doctorate and a record of distinguished academic achievement appropriate for appointment at the rank of full professor in a department of the College
- Strong communication skills
- A commitment to expectations of excellence in the culture of learning, the practice of scholarship and the application of knowledge
- A record of successful administration in higher education and a broad understanding of current issues in higher education
- Demonstrated record in the acquisition of external resources

Overview: Montclair State University

Montclair State was founded in 1908 as the New Jersey State Normal School in Montclair and conferred degrees to its first class of 45 graduates in 1910. Designated a Research Doctoral University by the Carnegie Classification of Institutions of Higher Education, the University's eleven colleges and schools offer more than 300 majors, minors, concentrations and certificate programs at the bachelor's, master's and doctoral levels, including seven PhDs and an AuD, to a total of 21,000 students, divided into approximately 17,000 undergraduates and 4,000 graduate students. Some 5,200 students are resident on campus. Benefiting by a distinguished and growing faculty of scholars and scientists, Montclair State is poised to promote its rapidly expanding graduate and research agendas. Together, the University's eleven colleges and schools include: the College of the Arts; the College of Education and Human Services; the College of Humanities and Social Sciences; the College of Science and Mathematics; University College; the Feliciano School of Business; the School of Communication and Media; the John J. Cali School of Music; the School of Nursing; The Graduate School; and The School of Conservation. Campus life is vibrant and varied. Student athletes compete in 18 NCAA Division III varsity sports. More than 120 organizations and clubs serve student interests.

The University offers all the resources of a leading public research institution. A student-to-teacher ratio of 17 to 1 and average class size of 23 provide students with individualized attention from a top-tier faculty.

The dynamic diversity of the University's community has been acknowledged by the U.S. Department of Education through its recognition of Montclair State as a Hispanic-Serving Institution (HSI), and by *Diverse Issues in Higher Education* as a "Top Degree Producer" among institutions that confer the most degrees to minority students.

Long a leader in educational innovation, Montclair State was the first New Jersey state college to offer master's degrees and the first senior state public institution to offer a doctoral program. Montclair State broadcast the nation's first educational television programs. Its New Jersey School of Conservation is the nation's largest and oldest university-operated environmental education center. The campus is home to a number of leading-edge centers, including the Center for Research and Evaluation on Education and Human Services, Center for Quantitative Obesity Research and the innovative Feliciano Center for Entrepreneurship.

Combining the advantages of a large university – comprehensive course choices, world-class teachers, state-of-the-art facilities and a diverse community – with the personal attention of a much smaller school, Montclair State offers unmatched intellectual and cultural opportunities for students from the undergraduate to doctoral levels.

Montclair, New Jersey: An Exceptional Location

The University's park-like, 252-acre campus is primarily located in Montclair, New Jersey, a diverse suburban community of nearly 38,000 residents. A picture-perfect college town, Montclair is filled with cafés and bistros, boutiques and restaurants, movie theaters and art galleries. It is home to the Montclair Film Festival, and the Montclair Art Museum, which is nationally known for its diverse collections. Live theater venues include the Montclair Operetta Company and the Wellmont Theatre.

There are numerous parks and nature reserves in Montclair, as well as public tennis courts, skating rinks and swimming pools. The town is home to minor league baseball's New Jersey Jackals, a rugby club and a cricket team.

Montclair's public schools serve students from kindergarten through grade 12, as do a number of private and parochial schools.

The neighboring towns of Bloomfield, Clifton and Little Falls each offer restaurants, shops and cultural activities to explore, while Newark – New Jersey's largest city and hub for professional sports and big-name concerts – is minutes away.

Montclair is just 14 miles west of New York City and all that it has to offer. Two campus train stations provide regular service into and out of Manhattan.



Leadership



Susan A. Cole, President

Dr. Susan A. Cole assumed office in September of 1998 as the eighth president of Montclair State University, which is the second largest university in New Jersey, with 21,000 graduate and undergraduate students. Dr. Cole served as President of Metropolitan State University in Minneapolis/St. Paul, Minnesota, from 1993 to 1998 and, prior to that, as Vice President for University Administration

and Personnel at Rutgers, The State University of New Jersey, Associate University Dean for Academic Affairs at Antioch University, and a faculty member at The City University of New York.

Dr. Cole is an Honorary Trustee of the Liberty Science Center and serves on the boards of the Montclair Art Museum, the New Jersey Performing Arts Center Council of Trustees, and the American Association of State Colleges and Universities Pension Center for Professional Development. She is on the Board of Directors of Peapack-Gladstone Bank. She was appointed by Governor Christie as New Jersey's representative to the Education Commission of the States, and by the U.S. Secretary of the Interior to the Paterson Great Falls National Historical Park Advisory Commission. She served on Governor Christie's Executive Transition Team and chaired its Education Subcommittee. She also served on the Property Tax Convention Task Force, appointed by Governor McGreevey, as co-chair of Governor McGreevey's Higher Education Transition Team and on his Education Cabinet, as co-chair of Governor DiFrancesco's World Class Economy Task Force, and as a member of Governor Whitman's trade missions to South America and Asia.

Dr. Cole earned three degrees in English and American literature: a BA from Barnard College, Columbia University and an MA and PhD from Brandeis University. Dr. Cole writes and speaks extensively about current issues in American higher education.

Leadership



Willard Gingerich, Provost and Vice President for Academic Affairs

Dr. Willard Gingerich joined Montclair State as Provost and Vice President for Academic Affairs in 2008. He came to the University from Fairleigh Dickinson University, where he served as Provost, Senior Vice President for Academic Affairs and Professor of English. Prior to that, at St. John's University, he held the position of Dean of

the Graduate School before serving as Vice Provost for Graduate Programs and Research.

A former Fulbright Scholar in American Literatures, Dr. Gingerich received his BA in English from the State University of New York at Buffalo. He studied in Mexico at the Universidad Nacional Autónoma de Mexico and the Instituto Nacional de Antropología e Historia before earning his PhD in English from the University of Connecticut, where he was both an NDEA Fellow and an NDFL Fellow.

Procedure for Candidacy

Interested candidates should submit their resume and cover letter to:
<https://jobs-montclairedu.icims.com/jobs/1866/dean%2c-college-of-humanities-and-social-sciences/login>

When creating your profile, you will need to combine your resume and cover letter into one single document (PDF or MS Word).

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity. Additional information can be found on the University website at montclair.edu.

