

# NOTICE OF VACANCY

## POSITION TITLE: Dean, School of Business and Social Sciences

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**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**SALARY AND RANK:** Commensurate with qualifications and experience

**REPORTS TO:** Vice President of Academic Affairs

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time

**HOURS:** Dependent upon position.

**START DATE:** July 1, 2024.

**SUPERVISORY DUTIES:** Will supervise all faculty within the School of Business and Social Sciences.

**RESPONSIBILITIES:** The Dean coordinates programs in business, economics, psychology, communications, and sociology. Duties include scheduling courses, managing budgets, participating in the hiring process, and evaluating the performance of faculty members. The Dean must also cooperate with the Dean of Interdisciplinary Studies (IDS) to ensure that courses in the required IDS sequence are properly scheduled and staffed. In addition to the foregoing administrative duties, the Dean teaches six hours of business courses in the fall and spring semesters and three hours during the summer 10-week semester. The Dean has a 12-month contract.

**QUALIFICATIONS:** An earned doctorate in business, social sciences or related field from an accredited institution, a strong background in interdisciplinary studies, a record of scholarly development and achievement, experience in program enhancement and development, academic

administrative experience preferred, and a demonstrated ability to communicate effectively with highly competent but diverse faculty, staff, and students. The preferred candidate is a visionary with academic and professional experience with a commitment to promoting the mission of USAO.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to [hr@usao.edu](mailto:hr@usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.