

# EXECUTIVE SEARCH PROFILE

## DEAN, SCHOOL OF EDUCATION



## CONCORDIA UNIVERSITY

### IRVINE, CA

FALL, 2008

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### THE OPPORTUNITY

To provide leadership to the Concordia University School of Education while working with faculty, administration and the community to take the highly recognized School of Education to broader and greater levels of service in the regional educational community. This position offers the dean an excellent foundation on which to build the School of Education to support and enhance the overall mission and strategy of the University.

### CONCORDIA UNIVERSITY

#### History

The story of Concordia University dates back to the mid-1950s when a small group of Southern California Lutherans began to plan for a Lutheran college to serve the people of the Pacific Southwest.

An extensive search for the "perfect" site led to Irvine, California. Construction of the campus began in 1975, and in 1976 classes were held for the first time at Christ College Irvine, the original name of the institution. From a single building and thirty-six students, the school has grown to twenty buildings and an enrollment of approximately 2600.

In February 1993, the Board of Regents of Christ College Irvine, responding to a decision by The Lutheran Church—Missouri Synod to incorporate its ten colleges and universities into the Concordia

University System, voted to change the name of Christ College Irvine to Concordia University. This Concordia University System, along with the two seminaries and over 80 high schools and 1,600 elementary schools of The Lutheran Church—Missouri Synod, comprises the second largest church-related school system in the United States.

### **Mission Statement**

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

### **The Great Commission of Christ Jesus**

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age. – Matthew 28:19-20

## **THE POSITION**

The Dean is the leader and administrator of the School of Education, is a member of the faculty and reports to the Office of the Provost. Through visionary leadership of the School, the Dean will direct the faculty, administrative team and staff to accomplish the goals and tasks as listed below. Reporting to the Dean is the Associate Dean, Assistant Dean, Director of the Orange County MA Program, Director of the Los Angeles MA Program, twenty-one full time and resident faculty, and seven staff members. The Dean will contribute to the fulfillment of the mission of University as well as the strategic plan of the University.

### **The School of Education Background**

The School of Education is currently serving approximately 850 post baccalaureate credential and graduate students. It also serves about 200 undergraduates in the Liberal Studies program, as well as those majoring in other subject areas who are working toward a teaching credential. The significant growth in recent years has been fueled by the off-campus MA program which operates in Orange and Los Angeles Counties. A new site has also been established in Temecula, CA, which offers both MA and credential courses.

The School of Education has enjoyed a strong reputation throughout the Southern California region for many years. It is accredited by the State of California and the Western Association of Schools and Colleges. Local school districts consistently seek to interview students from the program. The School offers credential programs in both Multiple (elementary) and Single Subject (secondary). The MA programs are seen as a quality programs that produce master teachers in the areas of Curriculum and Instruction and Educational Administration. In addition, the School offers an MA program on line, as well as a certificate in Early Childhood Education.

### **Opportunities**

Major opportunities for the new Dean to build upon include:

- Reputation as a regional leader in the field of teacher education.
- Continued expansion through the development of new programs to meet the demands of the community.
- Continued influence throughout the region.

## **Duties and Responsibilities**

The Dean's primary duties include, but are not limited to, the following:

### **QUALITY MAINTENANCE**

The Dean will maintain and improve the quality of the programs of the School of Education.

- Create and implement, with the program directors and faculty, programs that foster growth of the School's enrollment and resources.
- Plan and implement programs and organizational structures that foster quality, effectiveness and efficiency.

### **PUBLIC RELATIONS AND MARKETING**

The Dean will provide representation for the School of Education in the following areas:

- Government entities
- Current and prospective students as well as alumni
- School districts
- Other institutions of higher education
- Appropriate professional and political organizations
- The other schools and programs of the University
- The faculty and staff of the University
- The administration of the University
- The Board of Regents of the University
- The Dean's Advisory Board
- Program and Policy Review Board of the University
- Academic Council of the University
- Lutheran schools and The Lutheran Church—Missouri Synod
- Appropriate faculty committees as assigned
- Prepare needed reports to the University's administration, accreditation bodies and governmental agencies.

The Dean will coordinate the marketing and public relations efforts of the School of Education.

- Work with undergraduate admissions, program directors and the University's marketing personnel to broaden the market for all programs using print media as well as cooperative programs.
- Work with undergraduate admissions and local area community colleges to establish and maintain an articulation agreement between the School and community colleges.
- Attend conferences and workshops; especially Lutheran events and California governmental and professional events.

## ORGANIZATION

The Dean will organize, empower and assess the use of all faculty and staff resources in the School of Education within the context of the University's Mission and Strategic Plan.

- Organize personnel to provide efficiency and effectiveness in all areas of program and program development.
- Assess program operations for efficiency and effectiveness.
- Organize and train personnel to supervise and serve the growing undergraduate program.
- Form and organize an administrative team.
- Design and implement, through the administrative team, new programs and delivery systems for all the areas of the School including marketing surveys.
- Design and implement, with the administrative team, a program development effort.

## SUPERVISION

The Dean will nurture the spiritual and entrepreneurial spirit of the School of Education in the context of a spirit of cooperation and teamwork.

- Provide for, with the assistance of the faculty and the administrative team, evaluation and professional development for the faculty and staff of the School.
- Empower the faculty and staff to foster growth and quality of all programs.
- Observe instruction with the assistance of the administrative team.
- Recommend faculty for contracts, calls and contract renewals to the Office of the Provost.
- Provide for appropriate advisement for all Education students.
- Recommend changes in faculty to the Office of the Provost or staff status to Human Resources.
- Recommend faculty sabbaticals to the Office of the Provost.
- With the assistance of the administrative team, organize the School for effective and efficient use of both staff and faculty.
- With the assistance of the administrative team, evaluate all School personnel according to existing policies.
- Seek the advice of School personnel.

## PLANNING

The Dean of the School of Education, with the assistance and advice of the administrative team, will provide a plan for program and enrollment growth.

- Monitor marketing trends and plan for appropriate changes within the School's programs that meet the market demand within the context of the University's Mission and Strategic Plan.
- Provide for the appropriate assessment of all School programs within the standards of the State of California, the Western Association of Schools and Colleges and the University's Mission and Strategic Plan.

- Provide the University with projected needs based on the School's vision and the University's Mission and Strategic Plan.
- Assume responsibility for the School's budget planning and implementation.

## INSTRUCTION AND CURRICULUM

The Dean is the instructional leader of the School of Education. With the assistance and advice of the administrative team, faculty and staff, the Dean will provide leadership in the following ways.

- Report teaching assignments for the School's faculty to the Office of the Provost.
- Recommend policies governing the operation of the classes and programs of the School to the Office of the Provost.
- Recommend and support additional degrees and programs to the School's Faculty.
- Recommend changes in programs and degrees to the Office of the Provost.
- Promote quality of instruction through the use of a variety of adjunct faculty and the judicious use of full time and resident faculty.
- Provide for assessment of instruction.

## QUALIFICATIONS

The President, Provost, fellow Deans and School of Education faculty seek a dean with excellent academic and professional credentials who:

- demonstrates exceptional relationship skills.
- has successfully led teams and built program..
- is a person of unquestioned integrity and ethics.
- is enthusiastic, dynamic, energetic and a strong visionary.
- possesses an earned doctorate in Education or a related field.
- is committed to the holistic learning and growth of diverse students.
- has significant administrative experience.
- demonstrates experience with many of the following.
  - Adult learners
  - E-learning
  - Entrepreneurialism
  - New ventures
  - Program review and assessment
  - Marketing
  - Fundraising
  - Multi-site educational delivery systems
- has excellent communication skills and the ability to work with diverse constituencies.
- possesses fundraising skills.

## APPLICATION PROCEDURE

Send nominations and/or application materials via either US mail or email to one of the addresses listed below. Please include a letter of interest, CV or resume and an official University Application for Employment which can be found on our website [www.cui.edu](http://www.cui.edu); select *About CUI* in the bar across the top of the page, select *Employment* in the drop-down window. In the left-hand column select *Faculty Employment*.

Office of the Provost  
Concordia University  
1530 Concordia West  
Irvine, CA 92612

Email can be sent to the Provost Office's via the administrative assistant at [karen.strubbe@cui.edu](mailto:karen.strubbe@cui.edu).

The initial review of applications will begin immediately and continue until the position is filled.