William V. S. Tubman University

Tubman Town, Maryland County
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JOB VACANCY ANNOUNCEMENT

Position: Dean, College of Arts and Sciences
Status: Full-time
Duty station: Harper City, Maryland County
Reports to: Vice President for Academic Affairs
Minimum qualification: Ph.D.
Date of announcement: November 4, 2026
Application deadline: January 30, 2027

About the University

William V. S. Tubman University (TU) is a public university and the only university in southeastern Liberia. It offers degree programs in six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences. To strengthen its operational efficiency, the University is seeking a qualified person to fill the position of Dean, College of Arts and Sciences.

Position Summary

The Dean is the chief executive of the College of Arts and Sciences and reports to the Vice President for Academic Affairs (VPAA). The Dean oversees the academic and administrative programs of the College, develops and implements its strategic plans, and manages its budgets, staff and equipment. The Dean is also responsible for the operational success of the College, promotes research, and evaluates results against the goals and mission of the University.

Minimum qualifications

- A Ph.D. in the field, or appropriate academic qualifications within the particular discipline.
- At least five (5) years of successful, documented leadership experience in education.

Duties and responsibilities

- Serve as the academic and administrative head of the College.
- Lead the College toward excellence in teaching, research and service to the community.
- Ensure that current and future academic programs challenge and encourage students in inquiry and application.

- Lead the development of new programs, and lead curriculum planning and development at the University.
- Oversee programs through the Department Chairs of the College.
- Lead the educational, research, scholarly and publication activities of the College.
- Coordinate faculty load, and monitor and maintain academic standards.
- Work with the deans of the other colleges to build interdisciplinary programs.
- Conduct regular assessment activities as part of the institutional effectiveness process, and use the results to keep improving the student experience.
- Support and lead faculty in adopting new technology.
- Prepare and implement strategic plans, with short- and long-range goals, to meet the mission of the University.
- Advance the vision and goals of the University through strategic academic and future initiatives.
- Set priorities and policies for the College.
- Work closely with faculty, staff and administrators to build and sustain academic excellence.
- Promote diversity by pursuing the stated goals for students, staff and faculty.
- Provide leadership, supervision and direction for the College, including staff training plans and the assignment and review of work.
- Establish goals and assess performance through written evaluations.
- Act on disciplinary issues, and work with the VPAA and Human Resources on hiring and dismissal.
- Address grievances and develop plans for corrective action.
- Promote faculty and staff development, and encourage faculty participation in the College.
- Facilitate training and professional development that helps faculty give students an engaging learning experience.
- Take part in the review of each faculty application for promotion or tenure, and make recommendations to the VPAA.
- Consult regularly with faculty, students and staff.
- Lead and take an active part in the pursuit of diverse funding sources for innovative programs, curriculum and research, including fundraising initiatives and partnerships.
- Develop and implement fundraising strategies to obtain philanthropic support for the College.
- Engage alumni, donors, community organizations and other external stakeholders, and seek their input on the impact of the College.
- Work to raise the reputation and viability of the College and the academic community.
- Performs other duties as required by the supervisor.

Skills and abilities

- Strong background in curriculum development and pedagogy.
- Demonstrated experience with academic planning and program development.
- Leadership skills, including the ability to initiate and manage projects in an academic organization.
- Ability to lead and promote team spirit, and to motivate faculty and staff.
- A record of scholarly work, research and publication.
- Strong organizational, project management and analytical skills, with attention to detail.
- Strong interpersonal and communication skills.
- Problem-solving and customer service skills.
- Strong computer skills, especially in the Microsoft Office Suite.
- Personal motivation and the ability to work independently as a self-starter.

Familiarity with regional accreditation is preferred.

How to apply

Please submit the following documents:

- Resume
- Cover letter outlining your interest
- Copy of degree(s)
- Professional certificates
- Transcript

The Assistant Vice President for Human Resources and Compliance
William V. S. Tubman University
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Only shortlisted candidates will be contacted.