



# William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

Monrovia Office: 15<sup>th</sup> & Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: [info@tubmanu.edu.lr](mailto:info@tubmanu.edu.lr) WEBSITE: [www.tubmanu.edu.lr](http://www.tubmanu.edu.lr)

## Job Vacancy Announcement

**Job Title:** Dean -College of Arts and Sciences

**Status:** Full-time

**Reports To:** Vice President for Academic Affairs (VPAA)

**Minimum Qualification/s:** Ed.D./Ph.D.

**Date of Announcement:** January 20, 2025

**Deadline:** February 20, 2025

### Background:

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

### Position Summary:

The Dean is the chief executive of the College of Arts & Sciences and reports to the Vice President for Academic Affairs. Responsibilities include oversight of academic and administrative programs including the development/implementation of strategic plans, allocation of resources (budgets, staff, and equipment), operational success, promoting research, and the evaluation of results that support the university's goals and mission.

### Minimum Qualifications/Requirements:

The successful candidate shall possess a Doctoral degree in the field or appropriate academic qualifications within the particular discipline with a Minimum of five (5) years of successful and documented leadership experiences in education. The successful candidate is responsible for working within the College of Arts and Sciences. He/she shall facilitate training and professional development for faculty that enhance their ability to provide an engaging learning experience for students. He/she shall conduct regular assessment activities as part of the institutional effectiveness process and use results to drive continuous improvement of the student experience. Supports and leads faculty in the adoption of new technology.

## **Duties and Responsibilities:**

- Work to establish and maintain academic standards for the college, including identifying enrollment criteria for potential students, as well as educational and professional criteria for faculty.
- Provide leadership for the College in fostering excellence in teaching, research, and service to the community; ensure academic programs that challenge and encourage students in inquiry and application, in both current and future curriculum/program development and implementation.
- Prepare and implement strategic plans; and short and long-range goals to meet the University's mission.
- Provide leadership and active participation in the pursuit of diverse funding sources for innovative programs/curriculum/research, including fundraising initiatives and partnerships.
- Promote diversity through the pursuit of stated goals for students, staff, and faculty.
- Provide leadership, supervision, and direction for the College, including staff training plans, assign and review work; establish goals and assess performance through completion of written evaluations; act on disciplinary issues, work with VPAA & HR for hire and including dismissal; addresses grievances and develops a plan for corrective action.
- Actively promotes faculty and staff development.
- Work with the deans of other colleges to foster interdisciplinary programs;
- Work to enhance the reputation and viability of the college programs for students and the academic community;
- Provide oversight of the program through Department Chairs within the College;
- Provide leadership in developing new programs; encourage faculty participation, development, and new existing programs;
- Provide leadership in curriculum planning and development;
- Provide leadership in faculty and staff development, and personnel evaluation;
- Coordinate faculty load; monitor and maintain academic standard;
- Set priorities and policies for the college;
- Work closely with faculty, staff, and administrators to build and sustain academic excellence;
- Community Outreach-engagement with external stakeholders including alumni, donors, and community organizations to solicit external input regarding the impact of the college;
- Develop and implement fundraising strategies to obtain needed philanthropic support for college;
- Conduct regular consultations with faculty and staff members, as well as students. Participate in the review of each faculty application for promotion/tenure and provide recommendations to the VPAA;
- Advance the university's mission, vision, and goals by creating strategic academic business plans and future initiatives;
- Lead the educational, research, scholarly, and publication activities in the college
- Perform other duties as required by your supervisor.

## **Skills/Abilities**

- Curriculum, program development, and/or instructional design background preferred;
- Leadership skills, including the ability to initiate and manage projects in an academic organization;
- Demonstrated experience with academic planning and program development;
- Strong organizational, project management, and analytical skills with a detail orientation;
- Strong interpersonal and communication skills;
- Motivated, self-starter, and ability to work independently;
- Familiarity with regional accreditation preferred;
- Problem-solving skills;
- Personal motivation;
- Customer service skills;
- Ability to lead and promote team spirit and motivate faculty and staff members;
- Scholarly work/research-driven and publication;
- Adapt to circumstances instead of stressing over them.

Please submit your resume, Copy of degree(s), professional certificates, and transcript with a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance  
William V. S. Tubman University  
Harper City, Maryland County, Liberia  
Email: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr)

**Note: Please know that only shortlisted Candidates will be contacted**