

College of Arts & Media • Associate Dean of Academic and Faculty Affairs

This position will provide innovative and transformative programming and creative problem-solving skills to help position CAM to prepare students who are future ready. It is responsible for advancing academic matters within the college while working as a collaborative member of CAM's senior leadership team.

The Associate Dean of Academic & Faculty Affairs:

- Interfaces directly and with all CAM full-time and part-time faculty, senior administrative staff, and the student success team.
- Responsible for the oversight of academic programs and faculty success in the College of Arts & Media.
- Coordinates with department chairs and program directors across the college.
- Provides support to faculty, staff, and students to promote excellence in outcomes for teaching, education, scholarship, and service.
- Supports a culture of diversity, inclusion and equity.
- Advocates for educational innovation in line with and beyond the mission and goals of the College.
- Oversees a dynamic and relevant curriculum, making improvements that assure CAM students are future-ready, through the introduction and inclusion of creative industries leadership, entrepreneurship, cultural planning, and arts administration.
- Leads the college in the evaluation and development of policies and procedures that align with CAM mission and values, and define a leading-edge learning, creative and design organization.
- Maintains a visibility within CAM (open houses, gallery openings, lectures, film showings, performances) and actively engages with the community as a committed creative leader -affirmed by attending and participating in those events staged by Denver institutions where CAM has affiliations and affinities. This is an essential element of this position-- broad visibility, as a leader in CAM, and beyond the campus is an inherent expectation for this position.
- Leads the teaching and university citizenship activities of the faculty.
- Enables programmatic assessment, guides sabbatical processes.
- Leads the faculty tenure and promotion processes (RTP). The individual who holds this position will work with the Dean to develop applicable metrics and tracking attached to the duties of this position.
- Reports to the Dean.

Examples of Work Performed:

Academic/Creative:

- Assure a focus on student-centered and directed learning across the realms of creative, artistic, and design fields, with attention to the theoretical and political underpinnings that assure successful and enabling cultures of learning and teaching.
- Establishes and extends a culture of working across the three departments (music, visual arts, film & television), to extend learning and creative environments.
- Leads and provides structure for curricular changes through effective leadership of the Academic Policies, Procedures and Curriculum Committee (ACPOL).
- Provides leadership in making appropriate updates to the process of assuring a robust curriculum to prepare future-ready students.
- Evaluates new and existing programs and offerings, through the lens of international and national advances in art and design school training.
- Conducts/oversees assessment processes and is the primary liaison with Director of Assessment at the University of Colorado Denver.
- Liaises with the Center for Faculty Development & Advancement.
- Works to develop and further CAM's online and hybrid course offerings.
- Works to create a College culture that embeds elements of entrepreneurship through co-curricular and curricular experiences.

Faculty Effectiveness:

- Provides leadership that achieves the highest possible level of excellence in the teaching and university citizenship activities of the faculty.
- Guides the departments in creating and then adhering to faculty merit review documents and matrices.

- Provides guidance and support to chairs and faculty to enhance and improve curriculum development and implementation.
- Oversees the sabbatical process, including review of applications and evaluation of final reports to ensure faculty goals are met and outcomes align with the mission of the College.
- Oversees faculty tenure and promotion processes and serves as a resource and advocate for faculty working toward tenure and promotion.
- Serves as a resource to faculty to promote the continual improvement of learning and teaching.
- Oversees Faculty Course Questionnaire (FCQ) process, providing support and guidance to department chairs.
- Reviews and approves all lecturer hires and participates in the hiring process, including orienting, mentoring, and onboarding for new CAM faculty as needed.
- Address and acts on faculty concerns.
- Works with Department Chairs to facilitate and provide applicable guidance with course assignments as needed.

Other Responsibilities:

- Evaluates, revises and develops College policies and procedures.
- Represents CAM on relevant campus committees and working groups.
- Provides informed leadership from leveraging an international network of arts leaders.
- Teach one to two courses per academic year in one or more areas of creative industries leadership, entrepreneurship, cultural planning, arts administration, design innovation.
- Other duties as assigned.

Minimum Qualifications:

- Terminal degree (PhD, DMA, or MFA) in a relevant field (arts, media, design, creative industries).
- Portfolio of scholarly research and/or creative work in arts, media, design, and/or creative industries.
- Professional experience in the facilitating academic/creative policy development.
- Professional level experience supervising and mentoring a diverse range of positions.
- Eligible for the rank of Associate Professor or above.

Preferred Minimum Qualifications:

- Scholarly and creative experience in creative industries leadership, entrepreneurship, cultural planning, or arts administration.
- At least six years of full-time, tenure track teaching experience at the college level with an established record of success as a teacher and scholar.
- Experience as a university/college-level department chair, assistant or associate dean, or dean.
- Experience evaluating personnel at a higher education institution for more than one year.
- Ability to interpret and follow academic policies and procedures.
- Experience with conflict resolution processes.

Conditions of Employment:

Must be willing and able to successfully pass standard national background checks.

Knowledge, Skills, and Abilities:

- Excellent communication skills, interpersonal and negotiation skills, innovative, facilitation and goal oriented.
- Active and knowledgeable of the international education/higher education arena and the evolving role of developing creative industries.
- Knowledge of current and evolving higher education research that confirms the needs for artists and designers to be masters of navigating across historically disparate domains, such as specialization and generalist skills, autonomy and social engagement, the economy's periphery and the core, precarious employment and self-directed entrepreneurialism.
- Ability to establish and maintain effective teaching and working relationships with a diverse student and teaching body.
- Capacity to develop partnerships and affinities at cultural institutions in Denver and beyond.
- Demonstrated ability to uphold confidentiality.
- Strong interpersonal skills and a high level of tact and diplomacy.
- Willing and able to mentor faculty, students, and staff—by word and through example.