



**Dean**  
**College of Education**  
**Search #2011-05**  
Full Time, MUS Contract Position

Montana State University Billings is a co-educational public university located in Montana's largest city. Third largest of six units of the Montana University System, it has a student enrollment of approximately 5,000. The College of Education is one of six colleges of the University. The College grants baccalaureate degrees in education (elementary, K-12, reading, special education,). The College grants masters degrees with options in the following: Curriculum & Instruction, Early Childhood, Reading, Special Education, School Counseling, and Educational Technology. NCATE and the Montana Board of Public Education accredit the College of Education and its programs. The faculty is nationally known for excellent teaching, scholarship, and successful grant writing.

The College is seeking a dean who can provide dynamic, creative and empowering leadership in education. The Dean must articulate a vision for the future of teacher education and implement the changes necessary to make the vision reality. The Dean will work closely with the Provost and Vice Chancellor for Academic Affairs, the Deans of the other Colleges, Unit Chair/Director of Educational Programs, and Professional Staff to implement the strategic plan of the College and the University. The Dean is responsible for all aspects of the operation of the College. These responsibilities include providing the vision and academic leadership to ensure access and excellence in all programs offered in the College.

The Dean represents the College to the public and various agencies, including the Office of Public Instruction, Board of Public Education, NCATE, and the Billings/regional public/private schools. The Dean is responsible to forge relationships with area community colleges and tribal colleges. The successful candidate will be experienced in regional and special accreditation for Education programs and will provide leadership and direction for outcomes based program assessment. The Dean will lead the College in developing and strengthening the region's public/private schools and agencies to provide appropriate field experiences for education majors. The Dean will be expected to work effectively with the Director of the Montana Center for Disabilities and to understand and support the unique role MSU Billings has in the state in programs in special education.

The successful applicant will bring expertise and insight to the campus on the changing nature of teacher education and teacher quality initiatives and will work collaboratively with the Colleges of Arts and Sciences and Allied Health Professions to integrate secondary education and general education across the three colleges. The Dean will be qualified to direct the development of educational technology to improve learning, reduce costs, and increase student access through online delivery of courses and programs. The Dean will play a leadership role in student recruitment and outreach programs.

A major responsibility and ongoing expectation of the Dean of the College of Education is to provide leadership in external funding for the College and play an active role in grant development. In collaboration with the Montana State University Billings Foundation, the Dean will be actively engaged in fundraising activities related to campaigns and annual fundraising efforts.

**REQUIRED QUALIFICATIONS:**

- Earned doctorate in education, human services, or related field.
- Qualifications and accomplishments commensurate with the rank of Professor.
- Vision for the future in teacher education.
- At least five years of experience in teacher education.
- Leadership experience with graduate education programs.
- A demonstrated record of progressive academic administrative experience.
- Evidence of ability to successfully recruit and retain faculty.
- A record of scholarly activity, including professional writing.
- Record of successful grant writing and grant management.
- Experience and expertise in fundraising.
- Administrative experience in research and sponsored programs.
- Experience with budget development and tracking.
- A commitment to diversity in all facets.
- Expertise in outcomes based assessment.
- Integration of technology to improve learning and distance delivery of programs.

**PREFERRED QUALIFICATIONS:**

- Teaching experience in K-12 schools.
- Administrative experience with both graduate and undergraduate programs.
- International partnerships.
- Administrative experience in Graduate Studies.

**REVIEW DATE:** Applications received by **December 1, 2010** will be given preference review; however, the position is open until filled.

**APPLICATION PROCESS:**

- 1) **Cover Letter** addressing the responsibilities and qualifications and how your experience and qualifications correspond
- 2) **Current Curriculum Vita**,
- 3) **A list of five (5) professional references** including contact information
- 4) **Provide a Description** of your view of the Dean's role within a university campus.
- 5) **Provide a Description** on the Dean's role in relationship to the changing nature of teacher education and quality initiatives.
- 5) **Authorization for Background Check Form** to:

Human Resources Office  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298  
Phone: 406/657-2278  
Fax: 406/657-2120  
<http://www.msubillings.edu>  
[employment@msubillings.edu](mailto:employment@msubillings.edu)

Criminal Background Investigation is required prior to Offer of Employment.  
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

*In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the MSU-Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.*

**MONTANA STATE UNIVERSITY-BILLINGS IS AN ADA/AA/EEO EMPLOYER.**

Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodations (406/657-2278/TTY).

*\*\* Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.*

*The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.*

*We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.*

*Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.*

*Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!*