Associate Dean for Academic Affairs

About Us

The Georgia Institute of Technology (Georgia Tech) is one of the nation's leading research universities, providing a focused, technologically based education to more than 40,000 undergraduate and graduate students. Georgia Tech has many nationally recognized programs, all top-ranked by peers and publications alike, and is ranked in the nation's top ten public universities by *U.S. News and World Report*. It offers degrees through the Colleges of Architecture, Computing, Engineering, Sciences, the Scheller College of Business, and the Ivan Allen College of Liberal Arts.

As a leading technological university, Georgia Tech has more than 100 interdisciplinary research centers that consistently contribute vital research and innovation to America's government, industry, and business. Georgia Tech Professional Education (GTPE), an academic division of the Georgia Institute of Technology, a top 10-ranked public university. Providing continuing education for more than a century, and learning at a distance for 40 years, we enable working professionals and industry partners to access the expertise of a world-renowned research university.

We offer professional development courses, certificate programs, and master's degrees to career-focused adults in STEM and business fields worldwide. Our programs are designed to position professionals to deliver immediate workplace impact using knowledge and skills learned from Georgia Tech's faculty experts and each other. Learners can also take Georgia Tech's Massive Open Online Courses (MOOCs), which are produced by GTPE.

We deliver programs in a variety of formats including face-to-face, online, and hybrid, to suit the diverse needs of working professionals. GTPE also administers K-12 outreach and English as a Second Language (ESL) programs and manages learning-centered meeting and conference facilities in Atlanta and Savannah.

Job Summary

Georgia Tech Professional Education, an academic division of the Georgia Institute of Technology, is seeking an outstanding individual with exceptional academic, strategic and interpersonal skills to join the Professional Education senior academic leadership team as the Associate Dean for Academic Affairs.

This individual will be a thought leader and advocate for new and existing degrees, certificates and other credential pathways and professional development programs for lifetime learning. This individual will also play a large role in working with industry and government to customize programs tailored to their business and workforce development needs. This is a twelve-month faculty position that provides leadership and support to an array of academic program areas. The person will report directly to the Dean of Professional Education. A joint faculty appointment within another academic unit is possible. The rank and tenure status of the faculty position will be commensurate with scholarship and experience.

Georgia Institute of Technology
Professional Education
84 5th St. NW
Atlanta, GA 30308-1031 U.S.A.
www.pe.gatech.edu

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Responsibilities

Responsibilities for this position include the oversight of academic programs, management of curricular approval and review processes and providing leadership in an array of academic affairs initiatives. Specifically, this position will be responsible for:

- curricular oversight and management of all new and existing online degrees and certificates as well as professional development programs (including MOOCs and other delivery formats), including the identification, development, approval, delivery and review against agreed upon metrics providing leadership of and support to various academic program directors and staff. This position is responsible for establishing performance goals and conduct reviews for all faculty and staff direct reports.
- leading the team to provide intrusive, and prescriptive advising of all Georgia Tech Professional Education learners, including Georgia Tech employees who participate in employee professional development programs, spanning from recruitment and admissions through completion/graduation. Foster a learner-centric environment by establishing relationships with students through frequent interactions, preparing students for the next steps, monitoring performance using key measures in an analytics system, providing accommodations, and addressing student integrity issues
- ensuring programs are sustainable, academically and fiscally
- leading efforts to define and link existing and new credentials of degree and professional development programs, creating stackable programs where applicable
- chairing the faculty approval process for new Georgia Tech Professional Education program offerings
- championing faculty governance dialogue that moves Georgia Tech towards its strategic plan
- directing, managing and leading efforts in program accreditation and certification on the credit as well as the professional education-side as appropriate
- cultivating successful working relationships with key campus stakeholders including leaders of the Institute, colleges, schools, centers, GTRI, EII and the interdisciplinary research institutes
- supporting the hiring and review of all instructors in the Professional Education programs
- representing Georgia Tech Professional Education at meetings across Georgia Tech and actively participating in and serving on relevant national and international organizations
- making contributions to the field of professional education through teaching, publishing and service
- working in close concert with GTPE leadership

Required Documents to Attach

Application, CV and references should be emailed to Dr. Steve Harmon, GTPE Associate Dean for Research at swharmon@gatech.edu with the subject line: Chair, Associate Dean for Academic Affairs Search. **Review of applications will begin on February 18, 2022 and continue until the position is filled.**

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Knowledge, Skills, & Abilities

The ideal candidate will be a strategic, collaborative, and creative team player who has a proven record of thought leadership and a history of accomplishment in developing, growing, and improving degree and professional development academic programs using face-to-face, online and hybrid delivery methods. The candidate will have experience with online programs, preferably having taught online, and be familiar with the instructional requirements and operations of programs at scale. The candidate will have worked in a complex higher education environment, have a successful history of participation and engagement in faculty governance and policy making and hold a terminal degree. The candidate should be able to easily demonstrate a successful history of academic administrative experience and have a record of achieving metrics-driven results. Applicants should have:

- strong leadership and communication skills
- a collaborative, team player approach
- ability to lead and define academic program development/deployment for corporate and governmental entities, both within the US and overseas
- high standards of professional and ethical integrity
- a successful track record of leading policy and new education innovations
- ability to lead and manage a team of 60-70 faculty and staff
- working knowledge of organizational theory and practice related to systemic change and employee development
- a strong grasp of learning systems development processes
- ability to engage diverse educators/experts in a shared narrative
- strong grasp of educational impact to students and their employers
- keen sense of technologically assisted learning modalities and their best use in learning
- ability to manage multiple projects simultaneously
- proven track record of obtaining extramural funding for academic initiatives

Equal Employment Opportunity

Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.