

## **Half-Time Associate Dean in the Graduate School Internal Search**

The Graduate School at the University of Tennessee, Knoxville seeks an accomplished scholar and academic leader for the position of associate dean. The associate dean reports to the dean of the Graduate School and provides academic leadership and administrative support to the graduate directors and to the Graduate Council. This is a twelve-month, half-time position that will start August 1, 2008.

### **Required Qualifications:**

A Ph.D. or other terminal degree in an academic field; full professor rank with tenure and a minimum of five years experience teaching and mentoring graduate students; commitment to enhancing diversity and to equal employment opportunity and affirmative action.

### **Desired Qualifications:**

Administrative experience or leadership roles at the department, college, and/or university levels.

### **Duties/Responsibilities:**

Provide information to graduate directors regarding graduate program administration; assist the dean with monitoring administration of assistantships and fellowships; coordinate and oversee the orientation for new graduate teaching assistants and the Best Practices in Teaching Program; serve as member of the Academic Policy Committee of the Graduate Council and the Teaching Council of the Faculty Senate; chair the Graduate Deans Advisory Group; serve as liaison to the Graduate Student Senate.

Faculty interested in applying for the position should send in hard copy and electronic format a letter of application, a comprehensive curriculum vitae, and names and contact information (mailing address, daytime telephone, and e-mail address) of three references to Professor Patricia Freeland, Search Committee Chair, c/o Gay Henegar, 111C Student Services Building, Campus 0104, and [ghenegar@utk.edu](mailto:ghenegar@utk.edu). Initial screening of applications will begin April 22, 2008 and will continue until the position is filled.

***All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, age, physical or mental disability, or covered veteran status.***

***Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.***

***In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.***

***Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), A.D.A. (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.***