Executive Associate Dean, iSchool

Position Description – December 2023

POSITION SPECIFICATION

Position	Executive Associate Dean
Organization	School of Information Sciences (iSchool)
	University of Illinois Urbana-Champaign
Location	Urbana, IL
Reporting Relationship	Dean, School of Information Sciences (iSchool)
Website	https://ischool.illinois.edu

THE OPPORTUNITY
The School of Information Sciences (iSchool) at the University of Illinois Urbana-Champaign invites nominations and applications for the position of Executive Associate Dean. The anticipated start date is negotiable and ideally by summer 2024. Reporting to the Dean of the iSchool, the Executive Associate Dean will provide leadership for the internal administration of the iSchool, including administrative oversight for the work of the iSchool's associate deans and assigned staff, as well as coordination of iSchool faculty affairs.

The Executive Associate Dean should possess a Ph.D. or other terminal degree in one of the many fields within the Information Sciences and a record of recognized achievement in research, teaching, and service that would warrant a tenured appointment at the rank of Professor in the iSchool.

BACKGROUND INFORMATION

About the School of Information Sciences
The School of Information Sciences at Illinois is an international leader in interdisciplinary research and education, home to world-class faculty, top-tier research, and academic programs that are consistently ranked highly by *U.S. News & World Report*. Its mission is to lead the way in understanding the use of information in science, culture, society, commerce, and the diverse activities of our daily lives—and in doing so, change the world.

The iSchool's academic programs include the top-ranked Master of Science in Library and Information Science and the Master of Science in Information Management. The school has two fairly new and growing undergraduate programs: the Bachelor of Science in Information Sciences and the Bachelor of Science in Information Sciences + Data Science. In addition, the School offers a Doctor of Philosophy in Information Sciences, the oldest program of its kind in the nation, and an MS in Bioinformatics, Certificate of Advanced Study and K-12 Library Information Specialist Licensure.

As a longstanding innovator in online education, the iSchool offers many programs for students who study from a distance. The total enrollment consists of more than 900 graduate students and over 500 undergraduate students who learn with enthusiasm and contribute to the dynamic intellectual life of the School.

The School has approximately 65 full-time faculty and 70 staff.   For more information, please visit http://ischool.illinois.edu.

About the University of Illinois Urbana-Champaign
Founded in 1867, the University of Illinois Urbana-Champaign is a world leader in research, teaching, and public engagement, distinguished by the breadth of its programs, academic excellence, and internationally renowned faculty. Illinois faculty have earned 24 Nobel Prizes, three faculty and 25 alumni are Pulitzer Prize winners, and faculty and alumni are well-represented in prestigious national academies. The University has a long tradition of shared governance and is committed to advancing diversity, equity, and inclusion, and is a leader in access for students with disabilities, being the first to provide disabilities access to all campus programs, facilities, and services. See www.illinois.edu and https://strategicplan.illinois.edu/goals for more information.

About Urbana-Champaign
A micro-urban community known for its big-city amenities yet small-town affordability, accessibility, safety, and friendliness, Champaign-Urbana is dynamic and vibrant. Champaign-Urbana boasts an assortment of restaurants, shopping, coffee houses, clubs, live music venues, movie theaters, and athletic events. A major center for the arts, the University attracts dozens of internationally renowned artists each year to more than 350 performances held at the widely acclaimed Krannert Center for the Performing Arts. Champaign is also the home of the renowned Ebertfest, Roger Ebert's annual film festival, and several large music festivals, including Pygmalion Festival and Folk and Roots Festival. The state-of-the-art Activities and Recreation Center is one of the premier campus recreation facilities in the country and is just steps from the College of Law. Champaign and Urbana boast award-winning park facilities and programs with popular sports leagues. Go camping, mountain biking, canoeing, and tubing at Kickapoo State Park or explore the sandstone gorges and ravines of Turkey Run. Whether you're looking for a quiet tree-lined neighborhood or the bustle of urban living, you'll find an array of options in Champaign-Urbana at affordable costs. Champaign-Urbana's award-winning mass transit bus system covers the majority of the twin cities.

KEY RESPONSIBILITIES
The successful candidate will be an accomplished and recognized leader in Information Sciences or related field who can build upon the iSchool's strengths. Key responsibilities include:

- Oversee the work of the iSchool's associate deans and supervise staff
- Coordinate faculty searches, onboarding, and mentoring of new faculty, including tenure-system, specialized, and adjunct faculty
- Coordinate annual reviews, third year reviews, and the promotion and tenure process
- Serve as a resource for all faculty in developing strategies for increasing effectiveness and resolving problems
- Represent the iSchool in collaboration and consultation with college department heads
- Lead analysis of faculty staffing needs and develop faculty staffing proposals
- Coordinate mentoring and support for faculty, including mid-career faculty
- Work closely with the iSchool dean to leverage resources and expenses to realize strategic goals and growth objectives
- Serve on iSchool and campus-wide committees related to areas of responsibility

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

The successful candidate will have the highest commitment to academic and scholarly standards and be an accomplished leader in their field. Successful candidates will also bring the following professional experience and traits:

- Significant higher education administrative experience (minimum of at least three years) at the department (Chair/Head or Vice/Associate Chair/Head) or School/College level (Associate/Assistant Dean) or equivalent leadership portfolio, ideally in an interdisciplinary environment
- The ability, in conjunction with the faculty and other administrative leaders, to articulate and execute a collaborative vision for the iSchool by providing influential leadership and transformative impact through education, research, and outreach
- At least 5 years of experience in a position that foregrounds a commitment to interdisciplinary research and teaching
- Experience in supporting and cultivating a distinguished, accomplished, inclusive, and diverse faculty, that span disciplinary boundaries and that includes a variety of faculty positions (tenure, non-tenure track and adjunct) including experience with tenure cases and faculty development
- A commitment to attracting and supporting strong students and a dedication to creating an open and inclusive environment at all levels, undergraduate, graduate, certificate, and non-degree students. Ideally with experience in accreditation processes
- A passion for facilitating the success of others, whether faculty, staff, students, or others
- The intellectual leadership and curiosity to provide guidance in order to enhance a robust research and innovative educational programs
- Outstanding communication skills with strong interpersonal skills
- Demonstrated significant leadership ability working with different stakeholders and constituencies in a university setting, ideally in an R1 institution or equivalent
- The ability to think with agility across a broad spectrum of ideas and disciplines
- Experience and the desire to build and/or identify new synergies among iSchool faculty across the range of information sciences including library, information, computer, and data science that span subfields within humanities, social sciences, sciences, engineering and other fields
- An appreciation for what research can bring to teaching, education, and society, and the expertise to communicate that impact to a wide range of audiences
- Impeccable personal and professional integrity

NOMINATIONS AND APPLICATIONS

The University of Illinois at Urbana-Champaign has retained the services of the executive search firm Korn Ferry. Applicants should submit the following two documents (in two separate PDFs):

1. An up-to-date and detailed curriculum vitae.
2. A brief (2-4 pages) letter of interest describing why you are interested in the role of Executive Associate Dean, why you would be successful based on your professional experience, and why now is a good time for you to consider this opportunity.

For priority consideration, please submit all application materials by **January 19, 2024.** The two documents (in PDF) should be sent directly to Dr. Josh Ward at Josh.Ward@KornFerry.com.

KORN FERRY CONTACT

Josh Ward, PhD, MPhil
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As a land-grant institution, the University of Illinois has a responsibility to acknowledge the historical context in which it exists. The University of Illinois sits on the lands of the Peoria, Kaskaskia, Piankashaw, Wea, Miami, Mascoutin, Odawa, Sauk, Mesquaki, Kickapoo, Potawatomi, Ojibwe, and Chickasaw Nations. It is necessary for us to acknowledge these Native Nations and for us to collaborate with them as we move forward as an institution. Over the next 150 years, we will be a vibrant community inclusive of all our differences, with Native peoples at the core of our efforts.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. For more information, visit http://go.illinois.edu/EEO. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment. Faculty, staff, and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University process.