



UNIVERSITY OF ST. THOMAS



Search Prospectus

Dean of the School of Arts and Sciences The University of St. Thomas–Houston

The University of St. Thomas (UST) announces a national search for the position of Dean of the School of Arts and Sciences to start in 2019. As UST strives to increase enrollment and enhance its standing as a major institution of higher education, we seek a Dean who will ensure the delivery of quality programs and instruction, mission-focused faculty development, and to help guide the strategic growth of the school while staying true to our distinctive mission.

UST prepares students for success in today's dynamic landscape through a strong core curriculum, exceptionally talented and dedicated faculty, and innovative co-curriculum programs. As an independent, coeducational private university committed to the liberal arts, UST enrolls more than 3,200 students (1,800 undergraduates and 1,400 graduates) who come from 34 states and 61 countries. We are Houston's only Catholic university, but welcome students of all faiths and backgrounds. Our student body closely reflects the diversity of the city we serve and exemplifies the campus of tomorrow.

Located in the fourth largest city in America, UST spans almost 20 city blocks in the heart of Houston's highly desirable Museum District/Innovation Corridor. The city is known for its fine and performing arts culture, leading medical and research facilities, a large port, winning sports teams and abundant professional opportunities. The campus is only minutes from the renowned Texas Medical Center, the largest in the world, of which UST is a member institution. The vibrant downtown area, with its many restaurants, theaters, concert halls and sports arenas, is also in close proximity.



Academic Programs

The School of Arts and Sciences offers 11 pre-professional programs, 28 undergraduate and 6 graduate degree programs. The hallmark of our offerings is a core curriculum that students of all majors complete. Rooted in the Catholic tradition of liberal arts, the School of Arts and Sciences is committed not only to respecting the distinctive contributions of each academic discipline but also seeking a higher synthesis of knowledge grounded especially in the mutually enriching dialog between faith and culture.

UST has five schools: the School of Arts and Sciences; the Peavy School of Nursing; the Cameron School of Business; the School of Theology at St. Mary's Seminary; and the School of Education and Human Services. UST has four Centers for Excellence: Center for Faith and Culture, Center for International Studies, Center for Irish Studies and the Center for Thomistic Studies. The University is served by close to 350 dedicated faculty, the majority of whom are full-time, 42% are tenured, and 93% possess a terminal degrees in their respective fields.

UST is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and also holds accreditations from the Association of Theological Schools, the Association to Advance Collegiate Schools of Business, the Commission on Collegiate Nursing Education and the American Chemical Society

Student Life

UST offers a vibrant student life environment with approximately 90 campus organizations and hundreds of volunteer opportunities provided by campus ministries and other organizations. Although the majority of students commute, there are many programs to keep students engaged on campus. UST houses approximately 400 undergraduate and graduate students in four residence halls.

The University of St. Thomas is truly a shining light in the heart of Houston. Our students are proud of their choice of institution, with approximately 85 percent of students saying that they would choose UST again if they had to start their college careers over.

Basilian Fathers

The Basilian Fathers, the priests of the Congregation of St. Basil, with the collaboration of the Diocese of Galveston-Houston, founded the University in 1947, fulfilling a dream of Catholic higher education in



Houston. They are committed to the University of St. Thomas where they remain closely engaged. They serve as faculty members, administrators and members of the Board of Directors. A teaching order, the Basilian Fathers promote education with the values of goodness, discipline and knowledge. They care about the whole person, the soul and the intellect. These are the hallmarks of a Basilian Catholic education.

Athletics

UST provides resources and leadership necessary for student-athletes to succeed on the playing fields and in the classroom. The University is a part of the National Association of Intercollegiate Athletics Red River Conference in soccer, basketball, golf and volleyball, and has recently developed cross-country teams.

The Campus and Neighborhood

The University of St. Thomas is in what is considered by many to be the most beautiful part of Houston, the Montrose. We are literally surrounded the best shopping, restaurants, music, and art that the city has to offer. Our centrally located campus features

renowned architecture, and many of the University's departments have offices in quaint early- and mid-20th century homes and cottages that have been preserved to maintain the neighborhood feel for which UST is known. Several campus buildings are historically significant, including the Link-Lee Mansion, once the largest home in Houston. The mansion now houses the offices of the president and vice presidents, and serves as a gathering place for campus events, meetings and luncheons. A fundraising effort is underway to support the restoration and ongoing maintenance of this historic gem. The Hughes House, the childhood home of the late business tycoon, Howard Hughes, is also located on the UST campus, and serves as offices for the Department of Theology.

Governance

UST has a 40-member Board of Directors that meets four times a year. According to the bylaws, one-third of the Board must be either a Basilian Father or Basilian appointee. The remaining board members are a representation of Houston's business, medical, philanthropic, and cultural interests. The Board is chaired by Herbert P. Edmundson, Jr. '69, M.D, Ph.D. who began his term in July 2014. Dr. Edmundson is the first alumnus to be named chair of the UST Board of Directors.



The Dean of the School of Arts and Sciences

The School of Arts and Sciences is devoted to the humanities, performing and fine arts, mathematics, social sciences, engineering, and the natural sciences. The Dean's primary responsibilities focus on stewardship of the school's academic performance. The Dean will serve as the catalyst to strategically develop new academic programs, focus on faculty development, oversight of the programs and course quality, and serve with enthusiasm the students. The Dean will serve as the intellectual and administrative leader of the school.

Stewardship and Strategic Role Functions

1. Support the school's strategic and operational priorities and integrate these into the school's academic mission and planning processes.
2. Help guide strategic development, implementation and evaluation of the school's academic programs ensuring their is alignment.
3. Facilitate the conditions and relationships that support creativity, innovation and formation of learning communities.
4. Support faculty and staff development, at both the individual and the learning community level.

Support/Oversight Functions: Faculty and Department Chair

1. Inspire conditions that facilitate strategic and operational effectiveness of all faculty.
2. Facilitate the development and implementation of plans and resource distribution for faculty engagement in scholarship



3. Create, implement and evaluate processes and procedures essential to function as an effective collaborative academic enterprise

Support/Oversight Functions: Academic Programs

1. Collaborate with deans, faculty, staff, colleagues in Finance, Enrollment Management, Student Affairs, Institutional Advancement, Marketing, and Human Resources to develop and support programs that contribute to sustainable growth and high quality learning outcomes.
2. Oversee the development and orientation of department chairs.
3. Facilitate growth and enhancement of academic programs through support for sponsored research, grants and partnerships.



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Academic Leadership

1. Provide academic leadership at the university level.
2. Assure that academic program reports and proposals presented to the Vice President for Academic Affairs meet appropriate quality standards to support effective review, decision-making and implementation.
3. Serve as acting President of the University in the event of the prolonged absence, resignation, or incapacity of the President.

Administrative and Regulatory Functions:

1. Facilitate the work of department chairs and other staff to ensure the school's goals and objectives are met including enrollment and student retention.
2. Oversee resource acquisition and budget management to support.
3. Assure UST compliance with regulatory requirements and reporting associated with academic programs for SACSCOC and specialty accreditations when required.
4. Assure that academic and faculty policies relevant to the academic mission are adhered to to ensure the school is in full compliance.

Qualifications:

Education –
Terminal degree in a field represented in Arts and Sciences with a solid reputation for excellence and scholarly achievement.

Experience and Other Attributes –

- Minimum of seven years of experience in the classroom as an instructor plus 5 years previous senior-level administrative experience.
- Proven ability to inspire, collaborate and negotiate with diverse and sometimes competing constituencies. The individual must be a person

who can lead and inspire the faculty to new levels of engagement to champion creativity and innovation.

- Demonstrate a high degree of knowledge in accreditation.
- An experienced leader with a clear, focused commitment to teaching, learning and academic excellence to promote student success.
- A seasoned professional who fosters cohesion and a sense of working together for the good of the University with experience in governance.
- Demonstrated knowledge, skills, and abilities in academic administration including regulations, laws, and other general related policies.
- Demonstrated record of fiscal responsibility and accountability with a high degree of financial acumen.
- Strong collegial leadership qualities demonstrated as ability to recruit and build a strong faculty.
- Recognized as having academic vision with attention to the future of higher education and emerging trends.
- Be viewed as highly ethical, trustworthy, credible and respectful of diverse views and opinions and as someone who is known for building consensus and being a good listener.
- Highly effective communication skills both verbally and in writing with proficiency in using a personal computer and generally utilized software.
- Must be an active member in good standing in the Roman Catholic Church and demonstrate a comprehensive understanding of *Ex Corde Ecclesiae*.

To apply for this position, please send a comprehensive cover letter, complete CV, and five (5) professional references to:

DeanArtsAndSciences@stthom.edu

**University of St. Thomas
Houston**

Applicants will be reviewed beginning immediately and will be accepted until the position is filled.

The University of St. Thomas is an Equal Opportunity Employer