



Northwestern University  
School of Communication

## **Associate Dean for Academic Affairs**

The Associate Dean for Academic Affairs assists the Dean with all faculty recruiting and career development in the School of Communication. Responsibilities include management of searches and appointments (including negotiating with candidates and assisting in their transition to Northwestern), orientation of new faculty, junior faculty development program, faculty leaves, conflict resolution, and related matters. The associate dean works with the department and school faculty representatives and the Dean in faculty evaluation and appeal processes (including annual merit evaluations), third year reviews of junior faculty, and promotion and tenure reviews. The associate dean also works with the Dean on strategic planning for the School (especially in the area of faculty development) and in program evaluation. The associate dean serves as the key point of contact for the School's directors of graduate study and liaison between the School of Communication and the Graduate School. Finally, the associate dean will serve as the administrative liaison with the School of Communication program at the new campus in Qatar.

The Associate Dean will be expected to maintain a program of teaching and research and participate in the intellectual life of his or her department. Salary is open and commensurate with experience and qualifications. Candidates must hold a doctorate in their discipline, have proven administrative competence and experience in the area of academic affairs, and have demonstrated scholarly/artistic and teaching achievement of the highest quality. Candidates must be appropriate for an appointment at the rank of professor in one or more of the School's five departments, and we prefer a candidate whose background spans more than one discipline or area of study within the communication arts and sciences and cognate fields. Experience with externally funded research and academic planning and budgeting is also highly desirable.

Inquiries, applications, and nominations should be addressed (e-mails preferred) in total confidence to:

Dean Barbara J. O'Keefe  
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Evanston, Illinois  
Telephone: 847-467-6993  
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Northwestern University is an Affirmative Action, Equal Opportunity Employer. Women and minorities are encouraged to apply. Hiring is contingent on eligibility to work in the United States.