



Dean, College of Arts and Sciences

Position Description – February 2025

POSITION SPECIFICATION

Position	Dean, College of Arts and Sciences
Organization	Seton Hall University
Location	South Orange, New Jersey
Reporting Relationship	Provost and Executive Vice President for Academic Affairs
Website	www.shu.edu/arts-sciences

THE OPPORTUNITY

Seton Hall University invites nominations and applications for the position of Dean of the College of Arts and Sciences.

BACKGROUND INFORMATION

About Seton Hall University

Seton Hall University is a leading Catholic university and the oldest Catholic diocesan university in the United States. It has been developing students in mind, heart, and spirit since 1856. When Bishop James Roosevelt Bayley founded Seton Hall, he envisioned a home where leaders learn. Today, Seton Hall celebrates a diverse tapestry of ideas and perspectives that enrich the dialogue and academic discussion in the classroom.

Seton Hall attracts students from all around the United States and from more than 70 countries around the world. The institution is proud that its diversity stimulates innovative teaching and learning and prepares students to live and work in a global society. Seton Hall students are prepared to be leaders in their professional and community lives in a global society and are challenged by outstanding faculty, an evolving technologically advanced setting, and values-centered curricula.

Seton Hall's 58-acre main campus is located in the quaint town of South Orange, New Jersey, only 14 miles from Manhattan. The nationally ranked School of Law is located in nearby Newark and the new Interprofessional Health Sciences campus is situated in the towns of Clifton and Nutley, New Jersey. The Interprofessional Health Sciences campus houses Seton Hall's College of Nursing and School of Health and Medical Sciences, as well as the Hackensack Meridian School of Medicine. There are eight colleges and schools at Seton Hall in addition to the College of Arts and Sciences, including the School of Law, the College of Nursing, the Stillman School of Business, the College of Human Development, Culture, and Media, the Division of Continuing Education and Professional Studies, the School of Diplomacy and International Relations, the School of Health and Medical Sciences, and the School of Theology.

Seton Hall is an academically distinguished university with a national reputation for educating a diverse student body through the liberal arts and sciences and select professional programs that are infused with the Catholic intellectual tradition. Inspired by Saint Elizabeth Ann Seton's work educating people of all backgrounds, encompassing the full range of human experience, Seton Hall integrates liberal arts and sciences with professional programs at the undergraduate and graduate



levels. Seton Hall is committed to supporting and strengthening quality scholarship, as well as learning and academic advancement. A number of unique pathways exist for students to advance from the undergraduate level to the University's rigorous, nationally ranked graduate and professional programs, which strengthen Seton Hall's academic reputation. Seton Hall recognizes that its teacher-scholars form the heart of the institution. Seton Hall prides itself on being a university with outstanding student-faculty engagement that affords all students the academic opportunities, challenges, and intellectual freedom that characterize exceptional programs. Seton Hall offers cross-disciplinary learning to foster adaptable, capable, skilled, and compassionate graduates; graduate programs continue to develop students' professional skills through research, advanced studies and clinical training. By both practicing and promoting a Catholic understanding of social and economic justice, Seton Hall develops students into citizens who are committed to serving communities and who are armed with the skills and knowledge needed to meet the challenges and opportunities the 21st century offers.

More information about Seton Hall's mission, academic vision, and values, as well as a downloadable copy of the strategic plan, can be found online at <https://www.shu.edu/strategic-plan/index.cfm>.

Home to over 10,000 undergraduate and graduate students and offering more than 90 rigorous majors, leading publications such as *The Princeton Review*, *U.S. News & World Report*, and *Bloomberg Businessweek*, among others, have singled out Seton Hall for its academic excellence. Seton Hall is home to numerous winners of prestigious academic awards and prizes, including dozens of Fulbright Scholars, as well as Rhodes, Udall, Pickering, and Truman scholars. Seton Hall faculty members get to know their students as individuals. A 14:1 student-faculty ratio ensures that professors can teach, mentor, and conduct academic research with undergraduates.

Nestled in the suburban village of South Orange, N.J., Seton Hall's main campus provides the quaint charm of a small town and quick access to the excitement of New York City only 30 minutes away. The University offers more than 17,000 internship opportunities, with more than 80 percent of students participating in at least one resume-building work experience before graduation. Combining classroom instruction with real-world experience makes learning tangible.

At Seton Hall, students are trained to think and act at the intersection of theory and practice. Faithful to the tenets of Catholic social teaching and home to more than 40 members of the priest community, Seton Hall welcomes students of all faiths. More than 150 clubs and organizations make it easy for students to find their place. The legacy of Seton Hall is helping students achieve their collegiate dreams regardless of financial background. That's why the University recently provided \$158 million in financial aid and scholarships. Seton Hall also fields 14 varsity teams that participate in the NCAA Division I BIG EAST Conference and offers a variety of intramural and club sports on campus for non-varsity students. Additional information about Seton Hall's rankings, recognition, and recent successes can be found online at www.shu.edu/rankings.cfm.

About the College of Arts and Sciences

Featuring innovative technology and varied opportunities for experiential learning and collaborative research – all with a liberal arts foundation that fosters critical and creative thinking – the College of Arts and Sciences is Seton Hall's largest and oldest college, with an eclectic array of programs for undergraduate and graduate students alike. Students who graduate from the College are poised for both personal fulfillment and success in the workplace, using their professional and critical thinking skills to make a difference in their communities.



The College of Arts and Sciences teaches and researches the liberal arts and sciences, the fields of independent inquiry that teach people how to think constructively, creatively, and responsibly in a free society. Its graduate programs incorporate the latest methodologies and technology with care for the lives of others and for students' purpose in the world. The College's faculty includes Fulbright Scholars and best-selling novelists; recipients of major grants from the National Institute of Health, National Science Foundation, Department of Defense, NASA, and National Endowment for the Humanities; and servant leaders who help the local communities. They mentor students on original, meaningful research in their laboratories, archives, and neighborhoods. They will transform the way students think and empower them with the experience, knowledge, and connections to make a difference.

Undergraduate Programs: The College of Arts and Sciences offers undergraduate programs of study leading to the degrees of Bachelor of Arts and Bachelor of Science. Through its core courses, the College provides students with a foundation in the liberal arts and training in essential skills such as writing and logic; through its majors and minors, the College prepares students for professional careers or graduate education. More information about the College's undergraduate programs can be found online at <https://www.shu.edu/arts-sciences/undergraduate-programs.html>

Graduate Programs: The College offers graduate courses leading to the following degrees: Master of Arts; Master of Science; Master of Public Administration; and the Doctor of Philosophy, as well as several graduate certificate programs. More information about the College's graduate programs can be found online at <https://www.shu.edu/arts-sciences/graduate-programs.html>

Departments and Centers: The College hosts 13 departments, 11 centers and institutes, and several interdisciplinary programs and special academic initiatives. For a list of the College's departments, centers, and institutes visit <https://www.shu.edu/arts-sciences/departments.html>

College Faculty: Profiles of the College's faculty can be found online at <https://www.shu.edu/arts-sciences/faculty.html>

News and Events: For the latest news and events, please visit <https://www.shu.edu/arts-sciences/news/>





KEY RESPONSIBILITIES

The Dean of the College of Arts and Sciences, alongside the Deans of the university's other eight schools, reports to the Provost of Seton Hall University. The Dean provides academic, intellectual, and administrative leadership for the College and works with key stakeholders to champion the College's mission to educate undergraduate and graduate students in a collaborative, supportive environment. The Dean supports and promotes the efforts of an accomplished faculty, advances faculty scholarship, and promotes service-based initiatives. Bringing organizational and change management leadership experience, the successful candidate must demonstrate strong interpersonal skills, build bridges to the greater university, scholarly, and professional communities, partner with donors and philanthropic entities to effectively fundraise, and advance the career aspirations of all students. The next Dean must also possess a commitment to and track record of outcomes fostering an inclusive and equitable environment.

The Dean's primary responsibilities and expectations for leadership include:

- Provide comprehensive leadership for all academic and administrative programs, services, and functions within the College
- Confer and collaborate regularly with the Dean's leadership team, including associate deans, department chairs, directors, faculty, and professional staff to plan, coordinate, and evaluate activities, programs, and services – including student recruitment and retention
- Work closely with the deans of the University's other colleges and schools, as well as other key stakeholders, to foster a highly interdisciplinary culture
- Exercise sound decision-making to direct and advise on complex or challenging tasks and situations
- Strategically plan human resources needs and organizational structures to effectively support the College's functions and objectives
- Make recommendations to the Provost regarding faculty appointments, reappointments, promotions, tenure, terminations, and sabbaticals
- Develop and implement innovative academic and co-curricular programs and initiatives to enhance the College's reputation and impact
- Oversee the evaluation and continuous improvement of existing curricula, academic programs, and support services
- Lead the development of new curricula and academic programs aligned with the College's and University's long-term goals and strategies
- Develop, promote, and support a robust research and scholarship agenda for the College
- Serve as the College's primary liaison with other university administrative functions and services, such as:
 - collaborate with Admissions, Student Affairs, and Student Success on student recruitment, orientation, enrollment planning, and retention initiatives
 - collaborate with departments such as accounting, human resources, advancement, and others to coordinate activities, exchange information, and resolve issues
- Represent the College and University to community schools, service organizations, professional associations, and external stakeholders
- Commit to actively fostering a welcoming culture of inclusion and belonging, celebrating people across all forms of human difference
- Partner with donors and philanthropic entities to effectively fundraise



PROFESSIONAL EXPERIENCE / PERSONAL QUALIFICATIONS

Competitive candidates will have a variety of professional experience and personal qualifications, including the following:

- Proven track record of making leadership decisions in dynamic and complex environments, particularly within higher education or related fields
- Effective communication skills, including the ability to articulate decisions clearly, persuasively, and respectfully to diverse stakeholders
- Ability to represent and support the success of the various departments and units within the College and engage effectively with university administrators, faculty, professional staff, students, and external organizations in fulfilling liaison responsibilities
- Broad-based experience in teaching, research, and service as a faculty member
- Relevant experience in program planning, administration, supervision, and budget management
- An appreciation for collaborative leadership and faculty shared governance
- Ability to lead a college with diverse curricular delivery modes, including distance learning, continuing education, and traditional and non-traditional undergraduate and graduate programs
- Excellent understanding of the mission and operations of the multiple fields of study within the College

EDUCATION AND FACULTY RANK REQUIREMENTS

The Dean should have an earned Ph.D. or equivalent and possess a record of recognized professional, scholarly, teaching, and service achievements that would warrant appointment as a Full Professor at Seton Hall University.

COMPENSATION

Seton Hall University offers an attractive compensation and benefits package, commensurate with the successful candidate's background and experience.

NOMINATIONS AND APPLICATIONS

Seton Hall University has retained the services of Dr. Josh Ward at 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 Dean of the College of Arts and Sciences at Seton Hall University, 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 **Monday, March 7, 2025**. It is anticipated that the Dean will take up the position by summer 2025. The two PDF documents should be sent directly to Dr. Josh Ward at Josh.Ward@KornFerry.com.



KORN FERRY CONTACT

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Seton Hall University is committed to programs of Equal Employment Opportunity (EEO) and the principles of affirmative action. It honors diversity and respects the religious commitments of all employees. In turn, its employees respect Catholic beliefs and values, and they support its mission as a Catholic institution of higher education. Seton Hall requires its employees to be fully vaccinated against COVID-19, subject to exemptions for religious beliefs or health conditions. Therefore, employees are required to provide proof of their COVID-19 vaccinations or declare an exemption due to medical or religious reasons. Employment is contingent upon satisfactory criminal and other relevant background investigations. The determination of satisfactory is at the sole discretion of Seton Hall University. If special accommodations are needed in order to apply for a position, please contact the Department of Human Resources at (973) 761-9177.