

Associate Dean, School of Engineering and Computing  
Fairfield University

Direct Link: <https://www.AcademicKeys.com/r?job=248402>

Downloaded On: Nov. 23, 2024 8:10am

Posted Nov. 7, 2024, set to expire Mar. 11, 2025

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|-----------------------------|---|
| <b>Job Title</b>            | Associate Dean, School of Engineering and Computing   |
| <b>Department</b>           | Computer Science and Engineering<br><a href="http://www.fairfield.edu/sec">http://www.fairfield.edu/sec</a>   |
| <b>Institution</b>          | Fairfield University<br>Fairfield, Connecticut  |
| <b>Date Posted</b>          | Nov. 7, 2024  |
| <b>Application Deadline</b> | December 2024   |
| <b>Position Start Date</b>  | Jul. 1, 2025  |
| <b>Job Categories</b>       | Associate/Assistant Dean  |
| <b>Academic Field(s)</b>    | Computer Science  |
| <b>Job Website</b>          | <a href="https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing_JR0002406">https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing_JR0002406</a> |
| <b>Apply Online Here</b>    | <a href="https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing_JR0002406">https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing_JR0002406</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

The School of Engineering and Computing at Fairfield University invites applications for the position of Associate Dean with a start date of July 1st, 2025. Applicants from all areas of Engineering or

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Computer Science will be considered. We are particularly interested in candidates with a background and experience in ABET accreditation, academic/program support, and student affairs. The successful candidate should be eligible for a tenured appointment at the rank of Associate Professor or Professor at Fairfield University. This position reports directly to the Dean and is an integral member of the leadership team in the School. Funding for this position is pending final budget approval.

The School of Engineering and Computing at Fairfield University traces its legacy and rich history to the Bridgeport Engineering Institute (BEI), dating back to its founding in 1924 and through its merging with Fairfield University in 1994. The School of Engineering and Computing is organized into the departments of Computer Science and Engineering, Electrical and Biomedical Engineering, and Mechanical Engineering. More information can be found at [www.fairfield.edu/sec](http://www.fairfield.edu/sec).

Position Description: The Associate Dean contributes in all aspects of college administration and management including broad responsibilities in the following major areas:

1. Undergraduate and graduate curriculum oversight as it pertains to academic standards, assessment, self-study processes, and ABET accreditation and program review
2. Development and oversight of processes such as student advising and affairs, research administration, catalog maintenance, course scheduling, retention and graduation, enrollment management, and coordination of special events.
3. Representation at various academic governance meetings and committees;
4. Other duties and tasks, as assigned by the Dean.

The successful candidate will be committed to the academic success of all of our students and to our philosophy of *Cura Personalis*, or care of the whole person, and to an environment that acknowledges, encourages, and celebrates diversity and differences. In addition, the Associate Dean will be engaged in teaching courses in his/her home department.

The position is 12-month appointment and the salaries are competitive and commensurate with qualifications and experience.

### Required Qualifications:

- D. in Engineering, Computer Science or closely related area.
- Demonstrated record of excellence in teaching, scholarship, and professional service commensurate with the academic background and appropriate credentials of a tenured associate/full professor at Fairfield University.
- Effective communication skills.

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Preferred Qualifications:

- Administrative and/or leadership experience in an academic setting (e.g., as center or institute director, lead in research working group, program coordinator, department chair, and/or assistant/associate dean).

Screening of applications will begin immediately and will continue until the position is filled. Full consideration will be given to candidates who apply by December 1<sup>st</sup>, 2024. The preferred starting date is July 1<sup>st</sup>, 2025.

For full consideration, please click on “[https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing\\_JR0002406](https://ffd.wd1.myworkdayjobs.com/en-US/EmploymentOpportunities/details/Associate-Dean--School-of-Engineering-and-Computing_JR0002406)” and submit the following materials: (1) a cover letter addressing the qualifications (two-pages max), (2) a curriculum vitae, and (4) the names and contact information of four professional references (references will not be contacted without prior knowledge and approval of candidates). Inquiries about the position should be addressed to the Chair of the Search Committee, Dr. Harvey Hoffman ([hhoffman@fairfield.edu](mailto:hhoffman@fairfield.edu)).

Founded in 1942, Fairfield University is one of twenty-eight Jesuit colleges and universities in the United States. The University’s Jesuit and Catholic identity give rise to its vibrant education in the liberal arts, sciences, and professions that prepares students to lead their communities with insight, empathy, critical rigor, and a determination to serve and promote justice. Located in the coastal town of Fairfield, Connecticut, the University's 200-acre campus is just one hour outside New York City, in the heart of a region with the largest concentration of Fortune 500 companies in the nation.

For more information on Fairfield University, please visit [www.fairfield.edu](http://www.fairfield.edu). For more information on the School of Engineering and Computing, please visit [www.fairfield.edu/sec](http://www.fairfield.edu/sec).

**EEO/AA Policy**



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Fairfield University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity, and, in this spirit, particularly welcomes applications from women, person of color, and members of other historically underrepresented groups. The University will provide reasonable accommodations to all qualified individuals with a disability. All offers of employment are contingent upon a satisfactory background check.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Computer Science and Engineering  
Fairfield University  
1073 North Benson Rd  
Fairfield, CT 06824