**Associate Dean for Academic Affairs, Honors College**

Honors College, Purdue University  
West Lafayette, IN  
[http://www.purdue.edu/honorscollege/](http://www.purdue.edu/honorscollege/)

**Duties & Responsibilities:**
The Associate Dean for Academic Affairs in the Honors College reports to the Dean of the Honors College and oversees the development and implementation of the Honors College curriculum and co-curricular activities. The Associate Dean provides leadership for, and is the primary liaison between the Honors College and the Honors College Curriculum Committee. Responsibilities include: articulating a clear vision to students, faculty and stakeholders regarding the curriculum within the Honors College, ongoing academic planning, advising on allocation of academic resources, liaison with the University and Academic Colleges regarding Honors College academic program issues. The Associate Dean will work with the dean of the Honors College in administrative as well as academic matters, contributing to the development and implementation of Honors College policies and programs; coordinating Honors College activities with deans and directors; serving on Honors College and University Committees and taskforces and representing the Honors College at campus, regional and national meetings. The Associate Dean will build and maintain effective flow of communication and information campus-wide; handle unique situations and issues related to honors admissions, plans of study, academic records, candidate certification; meet with administrators and faculty to resolve discrepancies/problems; interpret and implement Honors College policies; and evaluate staff for annual merit considerations.

**Qualifications and Appointment:**
This is an internal search for a partial appointment. Candidates must be at the rank of Associate or Full Professor with Tenure in an academic department on the West Lafayette campus. The appointment will be 25% to 50% subject to negotiation. The successful candidate (s) must have demonstrated effective communication with faculty, staff, university administration and broader stakeholders. The ability to foster and partnerships, and to work as part of a leadership team to integrate the Honors College curriculum and co-curricular activities is essential. At least three years’ experience with honors is preferred.

**Application:**
Applicants will be reviewed beginning July 15, 2012 and will be accepted until a suitable candidate is chosen. Applicants who wish to be considered for this position should send a letter emphasizing abilities to carry out the responsibilities of this position; a complete curriculum vitae; and the names, addresses, telephone numbers, fax numbers and e-mail (if available) for three references. A background check will be required for employment in this position.

Please address applications to: Dr. Dennis Savaiano, Interim Dean of the Honors College  
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100 N. University Street  
West Lafayette, IN 47907-2098  
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Purdue University is an equal-opportunity/equal-access/affirmative action employer, fully committed to achieving a diverse workforce.