

**Dean of Faculty and Academic Programs
National Defense University
AD 1701 – 06**

INTRODUCTION:

National Defense University (NDU) is the premier national security institution focused on advanced joint education, leader development and scholarship.

Under the direction and leadership of the Chairman of the Joint Chiefs of Staff, and the oversight of the Director for Joint Force Development, Joint Staff (J-7), NDU offers a collegial and collaborative academic environment to support the joint warfighter by providing rigorous Joint Professional Military Education (JPME) and other graduate level programs to members of the U.S. Armed Forces and select others in order to develop leaders who have the ability to operate and creatively think in an unpredictable and complex world. Students are selected for their leadership potential and attend classes at Fort McNair in Washington DC; the Joint Forces Staff College in Norfolk, VA; at the John F. Kennedy Special Warfare Center and School at Fort Bragg, NC; and at satellite sites co-located with the combatant commands. NDU's Institute for National Strategic Studies (INSS) has several specialized research centers that support student education and scholarship and produce strategic policy papers and publications relevant to the national and international security community.

NDU is organized, operated and academic/research programs executed under direction of the NDU-President (NDU-P), through the Vice President of Academic Affairs (VP-AA)/Provost and the Vice President for Administration (VP-AD)/Chief Operating Officer (COO), and the Commandants, Chancellors, and Directors of NDU's component organizations. In addition, under the leadership and execution of the VP-AA/Provost and VP-AD/COO, NDU's functionally-aligned and/or matrixed academic and enterprise business support program managers and associated organizations provide rigorous University-wide planning and assessment, governance and academic and functional program oversight, strategic and budget planning and programming, human resource management, academic and enterprise business information technology, facilities management, and academic and support services to the mission teaching and research programs. The Provost and COO execute these responsibilities through their respective functional Directorate Heads in consultation with the Deans of Faculty and Academic Programs and Deans of Administration.

MAJOR DUTIES:

At the strategic, University-level, the Dean of Faculty and Academic Programs, fosters institutional collaboration and integration in conjunction with the Dean of Administration, Dean of Students, and the functional Directorate Heads; Chief Human Capital Officer (CHCO), Chief Information Officer (CIO), Chief Financial Officer (CFO) and Support Services Director (SSD). The Dean reports to the Component Head and is responsible to the VP-AA/Provost for the management and governance of the academic mission and their respective academic/research programs. Using a "Whole of NDU" perspective, the Dean works in a collegial and energetic fashion to balance the enterprise-wide requirements of the entire University with the often competing internal requirements of their respective component in a resource constrained environment. The Dean provides the leadership, management, and expertise necessary to accomplish University-wide and component: strategic and operational academic program planning and assessment; development and documentation of required academic policies, guidance, and processes;

academic program oversight; and faculty talent and performance management and professional development. Incumbent is a member of the University Dean's Council which serves as an academic and educational advisory body for the VP-AA/Provost and senior leadership regarding topics and issues pertaining to and/or impacting the academic programs including the functionally-aligned academic and enterprise business support programs of the University.

At the operational University- and component-level, the Dean of Faculty and Academic Programs is the principal academic and policy adviser to the Component Head and VP-AA/Provost on all matters pertaining to the curriculum, accreditation, and faculty of their associated academic programs. The Dean is the executive head of the faculty and as chief academic officer of the college, in collaboration with the Component Head, is responsible for the development, implementation and assessment of its component strategic plan. The Dean of Faculty and Academic Programs ensures a comprehensive, student-centered college oversight policy and assessment program to deliver an effective, high quality, graduate-level academic program. This is accomplished with a faculty development, institutional research and educational policy team managed by the Dean. More specifically:

1. As the college's senior academic voice, the Dean is responsible for the content and quality of the college's curricula, the currency, relevance and pedagogical innovation of its component courses, programs, and curricula.
 - a. Responsible for the quality, consistency, and timely professional delivery of full- and part-time college programs delivered in-residence, through blended or distance learning, and at satellite campuses.
 - b. Aligns faculty resources as necessary to elevate and sustain academic excellence across Departments and Programs.
 - c. Participates in a continuous process to ensure college maintains all accreditation standards.
 - d. Ensures a University-wide strategic focus for managing all teaching and research resources.
 - e. Oversees the college's academic middle management, including Associate Deans, Department Heads, and Course Directors.
2. Chairs the College Academic Policy Council (APC) or equivalent body for academic governance and peer review purposes.
3. Provides academic and faculty leadership for the College.
 - a. Talent Management: Manages full-time, adjunct, subject matter expert, visiting, and contract faculty:
 - Recruitment, selection, and reappointment;
 - Faculty development, academic promotion, and performance management; and
 - Faculty workloads, schedules and vacations.
 - b. Oversees all title 10 hiring actions, promotions, and awards within the component. Ensures component hiring panel members and those in the selection process understand and adhere to EEO and EO practices while protecting merit system principles.
 - c. Ensures uniform application of academic policies and procedures.
 - d. Assigns faculty and staff to college and University-wide working groups.
 - e. Provides substantive input to and implements Memoranda of Agreement governing strategic partnerships.

- f. Implements rigorous planning and assessment processes to include review of academic policies, processes, and calendars.
 - g. Prepares and/or reviews timely preparation of faculty performance appraisals.
 - h. Coordinates with Dean of Administration to ensure sufficient funding for faculty hiring, educational materials, faculty development, program delivery, and instructional/administrative support for Departments and Programs.
4. The Dean, leads a rigorous process of planning and assessing the curriculum to ensure: it remains relevant to the national security environment; it is in compliance with Officer Professional Military Education Policy (OPMEP) requirements in CJCSI 1801.01, as well as the Middle States Commission on Higher Education accreditation requirements; the curriculum appropriately reflects the mission of College; and is pedagogically sound.
 5. Teaches core, concentration, or elective courses, as needed, to maintain contact with College courses, classrooms, and students, and to support delivery of the College curriculum. Teaching is secondary to leadership and academic oversight responsibilities.
 6. Maintains currency, expertise, and professional stature in the field through research and publication of scholarly work.
 7. Actively participates in University and component engagement efforts to share learning and scholarship within the college, throughout NDU, and beyond:
 - a. Develops and maintains professional relationships across NDU with critical stakeholders, relevant Government agencies, and universities;
 - b. Supports the NDU VP-AA/Provost and related University committees; and
 - c. Participates in University activities during and outside of normal duty hours.
 8. Serves as a Working Group member of the Military Education Coordinating Council (MECC).
 9. Performs other duties and/or leads other projects as assigned; occasional travel may be required.

REQUIRED QUALIFICATIONS:

Must have a doctorate degree (or other equivalent terminal professional degree) with progressive professional experience in a relevant area and a substantial record of excellence in teaching, continuing scholarship, and service contributions within an appropriate field of academic study. Experience in graduate-level education is strongly preferred.

Demonstrated successful record of leadership achievements, innovation and managerial skills.

Must have demonstrated successful experience as a department head or as associate dean in an academic institution, or an equivalent leadership position. Must have a proven record for building partnerships and coalitions at similar or larger/more complex organizations.

Must have a record of successfully leading change in an organization of similar or larger size or greater complexity. Must have experience developing the organizational vision and implementing policies and procedures to achieve this vision within available resources in a continuously changing environment.

Experience providing leadership and strategic direction over personnel across complex organizations.

National War College Dean Only: Specialized experience and education for National War College (NWC): Background and degree in a National Security Studies or related area is strongly preferred.

Eisenhower School Dean Only: Specialized experience and education for Dwight D. Eisenhower School for National Security and Resource Strategy: senior level experience on agency or major headquarters staff in policy level position in acquisition, defense resource allocation, logistics, or human capital development. Terminal degree in National Resource Strategy Studies or related area (e.g., economics, acquisition, logistics, human capital management, etc.) is strongly preferred.

Joint Forces Staff College Dean Only: Specialized experience and education for Joint Forces Staff College (JFSC): Background and degree in a National Security Studies or related area is strongly preferred.

College of International Security Affairs Dean Only: Specialized experience and education for College of International Security Affairs College (CISA): Background and degree in International Security Studies, Counter-Terrorism or related area is strongly preferred.

Information Resources Management College Dean Only: Specialized experience and education for Information Resource College (IRMC): Background and degree in a Cyber, information operations, information technology, systems management, computer science, engineering, or related area is strongly preferred.

DESIRED QUALIFICATIONS:

Experience working in the interagency, joint, multi-service, or multi-national military environment.

Knowledge of public and/or private sector academic institutions' organization, structure, and operations.

Familiarity with the missions, organization, and operations of the Department of Defense.

Experience managing at the highest levels within a large diverse academic environment.

Senior service college graduate level education preferred.

CONDITIONS OF EMPLOYMENT:

Security Requirements: Must be able to secure and maintain a SECRET clearance. For JFSC and IRMC only, Top Secret/SCI.

The incumbent will serve in a probationary status for the first 24 months. If they have served in a supervisory capacity as a Title 10 employee at NDU within the last year, the probationary period is reduced to 18 months.

Incumbent is required by the Ethics in Government Act (EIGA), as amended, to file a Public Financial Disclosure Report (OGE-278) within 30 days of entering the covered position, annually thereafter, and within 30 days of terminating from a covered position.

This position is covered by the Alcohol and Drug Abuse Prevention and Control Program. The incumbent is required to sign a DA Form 5019-R (Condition of Employment for Certain Positions Identified as Critical Under the Drug Abuse Testing Program) and must pass urinalysis testing, as required prior to appointment and periodically thereafter.

TDY: Occasional, travel up to 30% of the time may be required.

Position is governed by 10 USC 1595, NDU Regulation 690-4 until superseded and its successor NDU Instruction 1416.01.