Indiana University South Bend

Indiana University South Bend is a comprehensive state institution, the third largest of Indiana University’s eight campuses, with 7700 students and 292 full-time faculty. IU South Bend is comprised of academic units representing: the, Business and Economics, Education, Liberal Arts and Sciences, Nursing and Health Professions, and Social Work. IU South Bend serves the urban, suburban, and rural communities of north central Indiana and southwestern Michigan (Michiana) and has a significant international student body. South Bend is the center of a metropolitan area with over 265,000 residents. It is the home of six colleges and universities and is 90 miles east of Chicago and 30 miles southeast of Lake Michigan. Cost of living compares favorably with other regions in the country.

Associate Dean of Academics and Associate Professor of Music Education
Ernestine M. Raclin School of the Arts

Indiana University South Bend, Ernestine M. Raclin School of the Arts offers B.A. programs in speech and mass communication, B.F.A. in New Media, B.A./B.F.A. programs in theatre and the fine arts, and B.S./B.M./B.M.E./M.M./Artist and Performer Diploma programs in music. The Associate Dean of Academics reports to the Dean of the Ernestine M. Raclin School of the Arts. The position of Associate Dean of Academics is multifaceted. The Associate Dean is responsible for teaching courses (equivalent of two per semester) in the reinstated Bachelor of Music Education degree. The ideal candidate will have a minimum of three years of experience as an administrator and the ability to work with different areas of the arts.

The administrative responsibilities of the Associate Dean include:
- Supervise Student Services staff.
- Manage all aspects of the academic functioning of the School:
  - curriculum development including new course approvals
  - associate (adjunct) faculty hiring and budget
  - program assessment
  - bulletin information
  - class scheduling
  - degree audit and other functions of the electronic Student Information System
  - new student and new faculty orientations
  - student and faculty grievance processes
  - coordinate student advising

Music Education responsibilities include:
- Manage reimplementation of the Bachelor of Music Education degree program in the Music Area
- Teach the equivalent of two Music Education courses each semester
- Recruit, manage, and supervise adjunct faculty assigned to Music Education instruction
- Serve as advisor to Music Education students and to Music Education student organizations
- Create and maintain partner relationships with area schools and teachers to facilitate external teaching and recruitment.

Required qualifications of the successful candidate in the area of Music Education include:
- earned doctorate in music education or other closely-related field
- Record of success in teaching music education
- Record of research or other scholarship sufficient for immediate awarding of Tenure
- Active membership in MENC

Salary: Commensurate with qualifications and experience. Start Date: July 1, 2010. Interested candidates should submit a letter of application, current curriculum vitae, statement of administrative and educational philosophy, and the names, addresses, telephone numbers, and e-mail addresses of three persons willing to provide references that directly address the qualifications of the candidate, and a transcript verifying the terminal degree to: Dr. Marvin Curtis - Ernestine M. Raclin School of the Arts, Indiana University South Bend, 1700 Mishawaka Avenue, P.O. Box 7111, South Bend, IN 46634-7111. Fax: (574) 520-4538. Email: mvcurtis@iusb.edu Deadline is September 21, 2009 or until filled.

IU South Bend is strongly committed to achieving excellence through cultural diversity. The university actively encourages applications and nominations of women, persons of color, applicants with disabilities, and members of other under-represented groups. IU South Bend is an AA/EEO employer. Visit www.iusb.edu for additional information about the campus.