



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Dean – School of the Natural Sciences

Position Summary:

The Dean of the Natural Sciences is an academic administrator who manages academic programs and policies within the School of the Natural Sciences. The Dean is responsible for the success of students, faculty, and support staff throughout the process of teaching and learning engagement within the disciplines of the School: Biology, Chemistry and Physics, and Mathematics and Computer Science. The office works collaboratively with the Dean of the School of Education to administer teacher education programs that exist within the disciplines included in this construct. The Dean sits as a member of the Academic Affairs Leadership Council and reports directly to the Provost/Vice President for Academic Affairs.

Essential Responsibilities:

- Develops and implements curriculum, syllabi, and course schedules
- Oversees research ethics and scholarly activities
- Ensures students have clear pathways to graduation, and monitors academic progress
- Manages faculty, department chairpersons, and support staff, and evaluates their performance
- Addresses and seeks resolution to faculty, student, and staff concerns, complaints, and grievances
- Participates in shared governance through service on College committees
- Manages the execution of required reporting
- Manages fiscal affairs of the School
- Grows and strengthens academic programs through recruitment, fundraising, and grant writing
- Develops and implements policies for the School
- Ensures compliance with federal, state, and local regulations and relevant accrediting bodies
- Leads strategic planning efforts within the School
- Assesses and recommends appropriate distribution and use of academic facilities and resources

Required Experience/Knowledge/Skills:

The Dean will hold a terminal degree in one of the disciplines in the School of the Natural Sciences. Background and experience that would support a faculty appointment at the rank of Associate Professor is required. The Dean must demonstrate a commitment to the mission of the College as an HBCU and a willingness to elevate the School to a signature level. The Dean possesses highly developed skills in advising and counseling practices, business management and fiscal practices, instructional methodologies, and the ability to communicate openly and honestly. A minimum of seven (7) years of teaching experience, at least five (5) years of administrative

leadership, accomplishments in diversity initiatives, ethical, collaborative, and inclusive communication and management style are all required.

Date of Position Opening:	November 3, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	<u>https://www.tougaloo.edu/about-tougaloo-college/jobs</u>
**Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
Physical Address:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER