



# Scott Healy & Associates



## Dean of the James L. Knight School of Communication

**Queens University of Charlotte**, in partnership with the national search firm **Scott Healy & Associates**, is seeking applications and nominations for a visionary, collaborative and inclusive leader to serve as the **Dean of the James L. Knight School of Communication**. Endowed by the Knight Foundation, the mission of the Knight School of Communication is to develop students into effective communicators who become engaged citizens and leaders in the communities they serve. The School offers undergraduate majors in communication and multimedia storytelling, as well as concentrations in the areas of organizational and strategic communication, health communication, sports communication, media studies, and journalism. In addition, the school supports a Master of Arts degree in communication in both campus and online formats.

The School collaborates closely with the Queens Center for Digital Equity, an initiative that began as a project of the School with support from the Knight Foundation. The Center convenes residents, organizations, government, and private sector partners to co-create coordinated solutions that will help make Mecklenburg County the most digitally equitable community in America. The School is also the higher education partner for the Charlotte Journalism Collaborative, a partnership of seven area media companies, that work together to strengthen local journalism and encourage greater connection between reporters and local residents. The Knight School of Communication, much like the city of Charlotte, is a growing and a dynamic unit that serves a diverse population of students. A priority is to increase the visibility of its programs in the region and beyond.

Reporting to the Provost and Vice President for Academic Affairs, the Dean of the Knight School provides academic and administrative leadership for the School's programs and collaborates regularly with other administrators, faculty and staff across the university. The Dean serves as the primary advocate and liaison for the School's faculty in matters of curriculum, policy, program development and resource allocation but must also have some external focus in order to advance external partnerships and community initiatives that help elevate the School and the University.

**Essential Duties and Responsibilities** include the following:



# Scott Healy & Associates

## General:

- Provide intellectual and strategic leadership for the Knight School of Communication (KSC) and its faculty, students, and staff.
- Foster a climate of collaboration and shared purpose within the School.
- Ensure that KSC programs maintain excellent teaching and scholarship standards.
- Serve as an advocate for the needs and programs of KSC and support faculty in teaching, professional development, service and scholarship.
- Lead the development and implementation of university strategic plans at the School level.
- Supervise and support, in collaboration with undergraduate and graduate admissions, efforts by KSC programs to recruit and retain students.
- Encourage and support efforts to recruit and retain a diverse faculty and staff and promote an inclusive and equitable environment.
- In cooperation with the Office of Academic Advising, ensure there is consistent and effective undergraduate advising in KSC.
- Manage the KSC annual budget and coordinate the use of funds to ensure appropriate staffing, including balance of full-time and part-time faculty and overloads.
- Serve as a member of Provost Council, the President's Cabinet, and other university committees as needed.
- Perform other duties as assigned by the Provost and Vice President for Academic Affairs.

## Program Oversight and Direction:

- Establish annual and ongoing goals for KSC that align with and support the university's mission and strategic plan, and ensure the effective implementation of the goals through appropriate allocation, development, and management of resources.
- Provide oversight for the development of new programs and the continued growth of current programs.
- Collaborate with other academic leaders on university-wide programs, such as the general education and honors programs.
- Seek opportunities for cross-unit collaborations.
- Oversee curriculum development and course offerings within KSC to ensure that they are consistent with the needs of students and available instructional resources.

## Personnel Development and Evaluation:

- Ensure that there are adequate resources to support the continued professional development of faculty and staff members.
- Conduct annual evaluations of all full-time faculty and staff.
- Make recommendations to the Provost and Vice President for Academic Affairs in matters of promotion, tenure, renewal, and continuance of faculty and staff members, as appropriate.
- Oversee faculty and staff recruitment and retention in KSC.



# Scott Healy & Associates

## External Relations:

- Engage regional groups, organizations, and institutions to intentionally create and sustain collaborative ventures that advance the standing and excellence of the School.
- Represent KSC and the University to external constituencies.
- Work with the Alumni Office on efforts that connect and engage KSC graduates with supporting the School.
- Convene the Knight School Advisory Board
- Partner with University Advancement to cultivate and steward donors as needed

## Qualifications and Experience:

- Earned doctorate or terminal degree in communication, journalism, digital media, civic media, or related communication arts field and a record of successful teaching and scholarship/creative activity. Professionally qualified candidates with documented track records of excellence in executive leadership and strong interpersonal skills may also be considered.
- Prior administrative experience at the level of department chair/major program director (or professional equivalent) is required; prior experience as dean or associate dean is preferred.
- Exceptionally strong communication skills (verbal, written, interpersonal) and an ability to quickly establish and maintain strong rapport at all levels of the University;
- Demonstrated capacity in strategic planning, fiscal management, and be able to interpret and analyze quantitative data;
- Fundraising or grant making experience desirable;
- Self-motivation and the ability to lead and develop high performing and diverse teams and committees in approaching and solving problems;

## About the James L. Knight School of Communication

The Knight School of Communication develops students into creative communicators who become engaged citizens and leaders in the communities they serve. The School's programs include practical training in traditional and emerging media forms, as well as critical training in communication studies. With a strong foundational knowledge, graduates of the School are sophisticated information analysts, with the ability to evaluate, reflect and act with a range of media forms in a variety of environments. Faculty of the School are mentors to students, as well as well-respected scholars and experts in various industries linked to the field of communication. Alumni thrive in such areas as journalism, media industries, advertising, public and community relations, law, human resources, sports enterprise, corporate communication, government and education.

## About Queens University of Charlotte:

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary



# Scott Healy & Associates

education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, Queens is positioned to be among the new forerunners of American higher education. This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, Queens aspires to become the leading, private, national university of Charlotte with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

## **Application Process:**

**Queens University of Charlotte** is partnering with the national search firm **Scott Healy & Associates** for the **Dean of the James L. Knight School of Communication** search. All applications and nominations are to be directed electronically to the College's recruitment consultant:

**Mr. Christopher S. Healy**  
**Vice President**  
**Scott Healy & Associates**  
[chris@scotthealy.com](mailto:chris@scotthealy.com)

Complete applications will include the following:

1. Cover Letter outlining your interest and qualifications for the Dean position



# Scott Healy & Associates

2. Updated CV
3. List of five (5) professional references including name, title, contact information and relationship to you

Applications received by **January 28, 2022**, will receive priority consideration. The position will remain open until filled.

*Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.*