Dean, School of Music and Fine Arts
Brownwood, Texas

Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a “Drug Free Workplace.” Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: Dean, School of Music and Fine Arts
Faculty Rank Commensurate with Qualifications and Experience

CLASSIFICATION: Full-Time, Exempt Faculty

POSTING DATE: August 22, 2013

EMPLOYMENT BEGINS: No Later than Summer, 2014 and Earlier if Possible

Job Summary – Supervises and coordinates the Music, Art, Theatre and Communications departments within the school, providing for education in the arts and development of those programs. The dean teaches an annual course load of 12 credit hours in his or her discipline. The School of Music and Fine Arts is comprised of fifteen full-time and seven adjunct faculty. The detailed Job Description for this position is available at www.hputx.edu/jobs.

Minimum Qualifications - An earned Doctorate in an appropriate discipline for the school from an accredited institution and at least 10 years of related experience is required. At least five years of directly related teaching experience is preferred. The ability to use and lead faculty to use innovative and effective teaching methods in the classroom is required. To perform this job, an individual should have a good working knowledge of Blackboard, commonly used Internet browsers and Microsoft Outlook, Word and Excel software.

Expectations - Howard Payne University is affiliated with the Baptist General Convention of Texas and seeks to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission, purpose, vision and curriculum of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church. Your signature on the Job Description indicates your acceptance and affirmation of these statements. Additional information about the University is available at www.hputx.edu

Application Procedure: To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how they meet the position requirements, curriculum vita, a statement of teaching philosophy, unofficial transcripts, copies of most recent teaching evaluations and the names and contact information for three professional references to:

Mrs. Katrina Lynn
Administrative Assistant, Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8012
E-mail: hr@hputx.edu

Application Deadline: Preference will be given to applications received by September 30, 2013
Job Description

Job Title: Dean of the School of Music and Fine Arts
Department: School of Music and Fine Arts
Reports To: Dr. Mark Tew, Provost
Classification: Exempt, Full-Time Faculty
Prepared By: Dr. Mark Tew, Provost
Prepared Date: August 21, 2013
Reviewed By: Mr. Bill Fishback, Assistant Vice President for Business and Human Resources
Approved Date: August 21, 2013

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this job description indicates your understanding and affirmation of these statements.

Job Summary - Supervises and coordinates each of the four departments within the school, providing for education in the arts and development of those programs by performing the following essential duties and responsibilities personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. The Provost may assign additional duties:

1. Teaches an annual course load of 12 credit hours in his or her discipline.
2. Directs and coordinates activities of chairpersons, faculty and staff within the school.
3. Determines scheduling of courses and recommends substitutions and/or additional courses.
4. Coordinates class schedules and faculty loads.
5. Coordinates activities of student advisors.
6. Participates in activities of faculty committees.
7. Develops the school's annual budget request with input from each department.
8. Advises Provost on academic programs within the school.
9. Advises Provost on personnel matters related to the school, including recruiting and recommending full-time faculty and adjunct faculty to be employed by the University.

10. Facilitates institutional effectiveness evaluations for the school.

11. Serves as liaison officer with the National Association of Schools of Music and other accrediting agencies that evaluate the school's academic programs.

12. Oversees the care, reservation, and use of the buildings associated with the school.

**Supervisory Responsibilities** - Manages four subordinate supervisors who supervise approximately 18 full-time employees in the Music, Art, Theatre and Communications departments. Is responsible for the overall direction, coordination, and evaluation of these departments. Also directly supervises up to five student employees. Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

3. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

4. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

5. Customer Service – Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.

6. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

7. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

8. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
9. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

10. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

11. Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

12. Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to other employees; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

13. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves University resources.

14. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds and supports the University's Mission Statement and values.

15. University Support - Follows administrative policies and procedures; Completes administrative tasks correctly and on time; Benefits the University through outside activities; Supports affirmative action and respects diversity.

16. Strategic Thinking - Develops strategies to achieve the University's goals; Understands the University's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

17. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

18. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

19. Integration of Faith in the Classroom - Displays proven record of integrating the Christian faith into his/her discipline and the willingness to continue doing so in a manner consistent with the University's Mission Statement.

20. Structure and Planning - Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking; Uses time efficiently; Organizes and schedules student's tasks appropriately; Develops realistic action plans for students.

21. Creativity - Displays original thinking and creativity; Develops partnerships with external constituents to provide students with learning experiences outside the classroom; Develops
innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

22. Use of Technology - Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning.

23. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to fit the situation; Able to deal with frequent change, delays, or unexpected events.

24. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and Experience - An earned Doctorate in an appropriate discipline for the school from an accredited institution and at least 10 years of related experience is required. At least five years of directly related teaching experience is preferred.

2. Language Skills - Must be able to read, write and converse effectively in English in order to follow the University's Administrative Policies and safely perform the essential duties of the job. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, other employees, University administrators, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to students, other employees University administrators, trustees and the public.

3. Math Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

4. Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Blackboard software; Commonly used Internet browsers and Microsoft Outlook, Word and Excel software.

6. License - Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.

7. Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.
While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

8. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals used to clean and/or renovate buildings and maintain the grounds of the University. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  ______________________
Signature  Date