



Dean, College of Public Service Position Profile

The University of Houston-Downtown invites nominations, expressions of interest, and applications for the position of Dean of the College of Public Service.

The University

Founded in 1974, the University of Houston-Downtown (UHD) is a robust university in the country's fourth largest city with over 14,000 students and more than 50,000 alumni. Led by President Juan Sánchez Muñoz, UHD is one of four distinct universities in the University of Houston System. Its non-residential campus attracts students from throughout the Greater Houston area, and the University's diverse student body reflects Houston's wealth of cultures, languages and nationalities. The metropolitan area is home to 24 Fortune 500 companies and many other world-class institutions in the areas of energy, medicine, aerospace, manufacturing and business services. The University's proximity to downtown provides opportunities for internships at major corporations and enables excellent access to these and other resources including museums, art galleries and professional sport venues.

Located in the heart of Downtown Houston, UHD calls one of the nation's most culturally diverse metropolitan areas home and as a result, it has created an environment that welcomes and embraces students from all backgrounds. The University is the second largest, four-year, public university in Houston and ranks 48th nationally for graduating Hispanic and 57th nationally for graduating African-American students with bachelor's degrees. UHD offers 44 bachelor's degrees, 8 master's degrees, 3 fully online master's degrees, 15 undergraduate degree-completion programs, and a variety of online degrees in its five colleges: Business, Humanities and Social Sciences, Public Service, Sciences and Technology, and University College. UHD is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

Students at UHD enjoy outstanding faculty, and with a 20-to-1 student-to-faculty ratio, UHD provides a unique hands-on learning environment for each student and opportunities to pursue research as undergraduates. The National Science Foundation has recognized UHD's Scholars Academy, an active learning community for students in science, technology, engineering and mathematics. UHD offers students flexibility in scheduling classes including daytime, evening and weekend options. Students also can choose from face-to-face and online classes as well as hybrid classes that blend the two instruction options. The University also offers classes at UHD Northwest, a new campus located at Lone Star College-University Park in northwest Houston, and Lone Star campuses in Cypress and Kingwood. UHD strives to be responsive to student needs. To that end, the University offers dual enrollment programs with community college partners.

For more information about UHD, please visit: <https://www.uhd.edu>.

The College of Public Service

The College of Public Service is a community-based center for higher learning dedicated to preparing a diverse student body to enter professional careers in criminal justice, social work

and education. The College houses two departments—[Urban Education](#) and [Criminal Justice/Social Work](#) and offers the following:

- [Bachelor of Science in Criminal Justice](#)
- [Bachelor of Applied Arts and Sciences](#)
- [Bachelor of Social Work](#)
- [Bachelor of Arts in Interdisciplinary Studies \(Professional Development Sequence\)](#)
- [Master of Science in Criminal Justice](#)
- [Master of Science in Criminal Justice \(Online\)](#)
- [Master of Arts in Teaching](#)
- [Post-Baccalaureate Teacher Certification](#)

The College's approximately 2,008 undergraduate and graduate students are served by 41 tenured/tenured-track faculty, 9 full-time, non-tenured track faculty, and 43 staff. The College of Public Service strives to engage in dynamic research and service activities that will improve the quality of our communities, area schools and justice institutions, and instill scholarship integrity and responsibility in tomorrow's leaders. Consistent with this commitment, the College is also home to two centers—the [Center for Public Service and Community Research](#) and the [Criminal Justice Training Center](#).

For more information about the UHD College of Public Service, please visit <https://www.uhd.edu/academics/public-service/>.

The Position

The Dean of the College of Public Service (Dean) provides visionary and strategic leadership for the College. The Dean is the principal representative internally and externally for the College with responsibility for continually enhancing the College's profile, resource streams and connection with alumni and the community. Reporting to the Senior Vice President for Academic and Student Affairs and Provost, the Dean has responsibility for all administration and management of the College and its faculty.

The Dean works closely with a management team comprised of an Associate Dean, Assistant Dean, Center Directors, and Department Chairs and with the faculty of the college and faculty governance. Primary responsibilities for the Dean include, in consultation with the faculty, building and maintaining the quality of the academic programs, building and supporting faculty teaching and scholarship, maintaining accreditation, strengthening relationships with the community, and fundraising. The Dean also has financial and enrollment responsibilities and oversees its annual operating budget of \$9 million.

The Dean serves as the chief academic and administrative leader for the College and serves on the Provost's leadership team and Deans Council. The Dean is responsible for:

- Establishing a shared vision that promotes the College of Public Service consistent with the mission of the University of Houston-Downtown and its strategic plan.
- Implementing a clear and concise strategic plan to advance that vision.
- Creating collaboration with Greater Houston Area public and community based agencies.
- Providing student success leadership through supervision of current operations, assessment of processes and data-based revisions of academic advising, student retention and mentoring efforts.

- Overseeing integrated transfer partnerships with community colleges in the Gulf Coast Region.
- Directing development efforts for all programs in the College.
- Preparing and managing the \$9 million annual budgets for the effective and efficient allocation within the College.
- Building an organizational culture of collegial teamwork.
- Fostering an organizational and educational climate that promotes and celebrates diversity.
- Working with University leaders, faculty, and staff to develop and implement the University's strategic plan.
- Leading the efforts to assess, develop, grow and manage academic programs and curriculum development.
- Establishing academic or extracurricular programs that will meet student career needs.
- Pursuing revenue growth through development, grants and contracts, and professional development programs for the advancement of college resources.
- Providing leadership in program assessment, external program review, and professional accreditation.
- Overseeing the College faculty in the development of policies governing its academic programs.
- Expanding and strengthening liaisons with domestic and international educational institutions to promote articulation, communication, and exchanges.

Requirements

The successful candidate will possess:

- An earned doctorate from a regionally accredited institution in a field or disciplines housed within the College of Public Service.
- A minimum of five (5) years of administrative experience at the chair level or above with responsibility for budgets, personnel decisions, performance reviews and decisions for promotion and tenure.
- Established record of teaching, scholarship, and service that qualifies the candidate for a senior faculty appointment in one of the College's disciplines.
- Full-time teaching experience at the university level.
- Administrative experience with accreditation standards and processes.
- Evidence of past effectiveness in responding to the educational needs of an urban, multicultural population.
- Demonstrated commitment to the University's core values of integrating teaching, service, and scholarly research to develop students' talents and prepare them for success in a dynamic global society.
- Demonstrated experience in external and community relations and developing relationships that generate new revenue streams.
- Effective organizational, project management, problem-solving, and communication skills as well as experience in planning and assessment.
- Ability to foster collaborative and effective working relationships with diverse populations and multiple constituents.

Application Process

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. Applicants must submit: a current resume

or curriculum vitae and a cover letter describing relevant experience and interest in the position. Nomination letters should include the name, position, address and telephone number of the nominee. All applications and nominations will be handled in confidence.

Applications and letters of nomination should be submitted by email to:



Alberto Pimentel, Managing Partner or
Emy Peña, Partner
Storbeck/Pimentel & Associates
6512 Painter Avenue, Whittier, CA 90601
Email: apsearch@storbeckpimentel.com

Refer to "**UHD DPS**" in subject line

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation, gender identity or gender expression.