

**University of West Florida**  
**Director, School of Education - 118200**

**Proposed Start Date:** Summer 2024

**Preferred Response Date:** November 6, 2023

**Salary:** Commensurate with Education and Experience

**Job Summary:**

The University of West Florida, located in Pensacola, Florida, seeks a Director of the School of Education (SOE) who possesses a collaborative and transparent leadership style, appropriate administrative skills, and a vision to elevate the School of Education. The Director is responsible for all areas of school administration and operations including, but not limited to, the coordination of academic programs, curricula, and accreditation; student recruitment, retention, and graduation; faculty and staff recruitment, retention, and evaluation; strategic budgeting and resource allocation; coordination of external fundraising, grants, and contracts; and management of facilities and equipment. The School of Education offers undergraduate, graduate and doctoral programs in education, and instructional design and performance technology. Reporting to the Vice Provost, the SOE Director is a 12-month administrative position.

**Minimum Qualifications:**

Doctorate degree in an appropriate area of specialization. Earned tenure and promotion in rank in the field of the doctorate. Successful administrative experience in higher education with demonstrated achievement in academic personnel budget administration and comprehensive academic planning. At least one position held for a period of not less than three consecutive years. A successful track record demonstrating an ability to work effectively in an environment of shared governance that relies on collegiality and consultative decision-making. Experience in and knowledge of processes planning and policy implementation related to accreditation is required.

**Position Qualifications:**

- Terminal degree appropriate for the discipline
- Sustained record of successful higher education teaching and a scholarly record warranting appointment to Full Professor
- Demonstrated record of leadership in higher education which includes evaluation and supervision of faculty, staff, and programs
- Demonstrated record of establishing and stewarding partnerships with various local and regional stakeholders (e.g., PreK-12 institutions, service agencies, businesses, colleges/universities).
- Experience with university, state, and national accreditation and assessment processes

**Preferred Qualifications:**

- Experience with budget management, resource allocation, strategic planning, and faculty recruitment and retention.  
Experience with enrollment management.
- Experience fostering student-centered learning environments.
- Demonstrated record of promoting excellence and innovation in the areas of teaching, creative and scholarly activities, and service.
- Demonstrated record of supervising doctoral students, faculty and programs.  
Familiarity with Florida's performance-based funding metrics.

Candidates must apply online through the University of West Florida website:

<https://careers.uwf.edu>. Applicants are required to attach a CV, cover letter (letter of interest), and contact information for five references. References will be contacted upon submission of this application. An opportunity

to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email [jobs@uwf.edu](mailto:jobs@uwf.edu).

*The University of West Florida is an Equal Opportunity/Access/Affirmative Action/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 850.474.2694 (voice) or 850.857.6158 (TTY). A criminal background check is required for successful candidates. E-Verify is required for employment. All applications for employment at the University are subject to Florida public records.*