



**TUSKEGEE**  
UNIVERSITY

**Executive Search for the**

**Dean of the Andrew F. Brimmer  
College of Business and Information Science**



# Dean of the College of Business and Information Science at Tuskegee University


**Tuskegee University**, a national, independent, and state-related institution of higher learning in Alabama, invites applications and nominations for its national search for an experienced, visionary academic leader to serve as **Dean of the Andrew F. Brimmer College of Business and Information Science**. This chief academic officer of the College reports to the Provost.

## The Opportunity

As one of the nation's leading historically black institutions of higher learning, Tuskegee University has been providing educational excellence for its students since 1881. The University has distinctive strengths in the sciences, architecture, business, engineering, health, and other professions, all structured on solid foundations in the liberal arts.

President Brian Johnson is committed to Tuskegee University becoming an "Outcomes-Oriented University." The Dean of the College of Business and Information Science (Dean) will have a key role in achieving this goal. The Dean will use his or her expertise to assist in the University's efforts to be a sustainable academic organization committed to excellence.

## Essential Job Duties and Responsibilities

- Articulates vision for the CBIS to include goals for strategic planning, recruitment, enrollment management, and retention plans.
  - Coordinates the process to implement or revise curricula and engage in continuous improvement activities necessary to promote the progression toward program excellence.
  - Establishes online degree programs and on-ground degree programs, particularly for the M.B.A. degree.
  - Creates dynamic transformative initiatives in online instruction, and provides oversight in the administration, implementation, and evaluation of online offerings in both the Business Administration and Information Science areas.
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- Provides professional leadership and supervision in the recruiting, developing, and appraising the performance of staff within the college.
  - Consults with department heads on the preparation of annual budgets and consolidates department requests.
  - Oversees and manages the recruitment, appointment, reappointment, promotion and

## TUSKEGEE UNIVERSITY

### GOALS OF THE FIVE-YEAR (2015-2020) STRATEGIC PLAN

**GOAL 1: Creating a student-centered culture: student success, student engagement, and parent-student satisfaction**

**GOAL 2: Fully Inaugurating 21st century higher education at Tuskegee University: (through) innovative online and expanded academic programming and instruction, infrastructure, and technology**

**GOAL 3: Administering efficient resource management: data-informed decision making and effective human resource management**

**GOAL 4: Obtaining a marked and increased (bfte) enrollment: recruitment, retention, and persistence**

**GOAL 5: Fostering a culture of advancement and development: diverse portfolio of fundraising**

For additional information on the Five-Year (2015-2020) Strategic Plan, visit <http://www.tuskegee.edu/strategicplan>



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program sufficient to the appointment to a senior faculty rank.

Ten years of leadership in academic programs or comparable industry experience (e. g. department head, chair or higher position) are required.

Other required qualifications include:

- tenure, annual faculty evaluations, and faculty professional development.
- Prepares and manages the college annual budget in adherence with university business and fiscal guidelines and policies, the acquisition and strategic deployment of extramurally generated funds in support of the business and information sciences education and research programs, and the allocation of academic facilities/resources and stewardship of the college's physical facilities.
- Ensures effective resource development through the leadership of the college-specific fundraising activity, inclusive of donor relations and effective representation of the college to external constituents.
- Conducts exploration and management of multi-disciplinary and inter-disciplinary collaborations with other university colleges/schools, university administrative offices, and business industry entities.
- Ability to harness and manage financial resources including fundraising and grants
- Demonstrated organizational and team building skills with the ability to foster productive relationships among students, faculty, alumni, and local and national professionals
- Distinguished record of service and leadership in academia and/or business profession
- Knowledge and understanding of the criteria of accreditation agencies, especially the Southern Association of Colleges and Schools (SACS) and Association to Advance Collegiate Schools of Business (AACSB)
- Demonstrated expertise in project management, planning, budget development, and prioritizing scheduled work assignments and implementation
- Ability to handle demands and requirements of senior-level management in higher education
- Effective leadership, communication, and ethics techniques and strategies
- Ability to work in a collaborative, matrix environment with diverse constituencies, including internal and external constituents

## Minimum Qualifications

Candidates must have an earned doctorate in a Business-related field from an accredited college or university and five or more years of college teaching experience in a AACSB-accredited

- Demonstrated experience planning and managing budgets, managing personnel resources and facilities, independent decision-making, and effective interpersonal skills
- Knowledge of Microsoft office software, Datatel, and other related software for the college
- Excellent organizational and communication skills, both verbally and written
- Demonstrated capacity to build and maintain academic programming, curricula development, and increase external funding

## Andrew F. Brimmer College of Business and Information Science

The College of Business and Information Science, located in the new Andrew F. Brimmer Hall, is a direct outgrowth of Tuskegee University's historical mission and its emphasis on economic empowerment and business development. From its inception, Tuskegee has been a highly recognized and visible institution committed to the values of self-help, business development and lifelong learning.

The College has three undergraduate academic departments: Management; Accounting, Economics and Finance; and Computer Science. Degrees are offered in Business Administration, Supply Chain Management, Hospitality Management, Sales and Marketing, Accounting, Economics, Finance, Computer Science, and Computer Information Systems. The College also offers a minor in Hospitality Management.

With an operating budget of \$3 million, the College has 27 full-time faculty and 66 percent holding doctoral degrees. With 467 undergraduate students, the College has a 17-to-1 student-faculty ratio.

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The College has been accredited by the Association to Advance Collegiate Schools of Business International (AACSB) since 1998. The Computer Science Program is accredited by The Computing Accreditation Commission of Accreditation Board for Engineering and Technology (ABET).

The \$15 million Andrew F. Brimmer Hall is located in Tuskegee's historic district and is one of the University's signature buildings. With four stories and approximately 45,000 square feet, the new facility has the latest in technological advancements including "smart" classrooms and state-of-the-art laboratories and research space. The building was intentionally designed to provide the best simulation of real-world business concepts and applications.

The new signature facility is named in honor of Dr. Andrew F. Brimmer, Chairman of the Tuskegee University Board of Trustees. Dr. Brimmer is a teacher, scholar, and economic policy analyst whose interests include monetary policy, international finance, economic development, and organizational development nationally and internationally in the African American community and in Africa.

The new facility is enabling the college to pursue several of its goals, which include the establishment of Centers of Minority Entrepreneur and Business Development and a strong e-Commerce Program.

## Tuskegee University

Founded by Booker T. Washington in 1881, Tuskegee University has held a prominent place among educational institutions throughout its history. Today, the University continues on its trajectory of successfully preparing graduates for the work and responsibilities of the 21st

century and beyond.

Tuskegee is rooted in a history of successfully educating African Americans to understand themselves and their society against the background of their total cultural heritage and the promise of their individual and collective future. The University is dedicated to serving its students, purposely nurturing and challenging them to grow to their fullest

potential. The entire institution seeks to prepare students whose technical, scientific, and professional prowess is not only rigorously honed, but also sensitively oriented in ways that produce public-spirited graduates who are both competent and morally committed to public service with integrity and excellence.

It is the only historically black college or

## ANDREW F. BRIMMER COLLEGE OF BUSINESS AND INFORMATION SCIENCE

### KEY STRATEGIC DIRECTIONS

The Brimmer College of Business and Information Science will strengthen the rigor and relevance of the educational preparation of undergraduates for life and work in a global society, and achieve competitive distinction among comparable business schools in the region and the nation as measured by increased placement rates upon graduation.

The College will increase its offerings to include at least one additional undergraduate degree program and one graduate degree program that will have a special niche and one that would possibly create a bridge between business and information science.

Working with the Office of Admissions, the College will continue to recruit and retain high quality students who are able to compete successfully in the workplace and/or in graduate and professional school.

The College will sustain alliances and relationship-building initiatives to foster best practices, stay current with industry changes, and provide consultative small business assistance.

The College will aggressively seek opportunities for faculty development and retooling to update technology and teaching methodology skills and increase research opportunities that will add significant knowledge in the profession for both faculty and students.

To build global entrepreneurship initiatives, the College will seek corporate and private partnerships, exchanges, and collaborations in research, teaching, and study.

The College will establish a Center of Academic Excellence in at least one area of its departments/units.

The College will seek both private and federal funding to generate the resources necessary to carry out the directives of this plan, to be responsive to students, faculty, and staff and to maintain its status as excellent fiscal agents of the resources entrusted to it.

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education and workforce preparation in the sciences, professions, and technical areas, the University emphasizes the importance of the liberal arts as a foundation for careers in all areas.

More than 3,000 undergraduate and graduate students are enrolled in academic programs across eight colleges and schools: the College of Agriculture, Environment and Nutrition Sciences; the College of Arts and Sciences; the Brimmer College of Business and Information Science; the College of Engineering; the College of Veterinary Medicine; the Taylor School of Architecture and Construction Science; the School of Education; and the School of Nursing and Allied Health.

The University has approximately 900 faculty and support personnel. The student-faculty ratio is 14:1, and 57 percent of classes have fewer than 20 students. The average freshman retention rate is 76 percent.

Known for its ground-breaking research and innovation, the University especially attracts students to its programs in Engineering, Psychology, Biological and Biomedical Sciences, and Health Professions. The University offers 49 degrees, including 35 Bachelor's, 11 Master's, a Doctor of Philosophy in Engineering and Materials Science, a Doctor of Philosophy in Integrative Biosciences, and the Doctor of Veterinary Medicine.

The University is accredited by the Southern Association of Colleges and Schools. Several programs also are accredited by national agencies: Architecture, Business, Education, Engineering, Clinical Laboratory Science, Nursing, Occupational Therapy, Social Work, and Veterinary Medicine.

Tuskegee University is the only private, historically black university with four engineering programs that are nationally accredited by the Accreditation Board of Engineering and Technology

## TUSKEGEE UNIVERSITY POINTS OF DISTINCTION

- Number one producer of African-American aerospace science engineers in the nation
- A leading producer in the country of African-American engineering graduates in chemical, electrical, and mechanical engineering
- The top producer of African-American Ph.D. holders in Materials Science and Engineering in the U.S.
- The only historically black college or university in the nation designated as the location for National Center for Bioethics in Research and Health Care
- Produced more African-American general officers in the military than any other institution, including the service academies
- The largest producer of African-Americans with baccalaureate degrees in Math, Science, and Engineering in Alabama
- A center for Plant Biotechnology Research, which is training U.S. scientists and students, as well as scientists from Ghana, China, Nigeria, South Africa, Uganda, Egypt, and Tanzania, to continue work of Dr. George Washington Carver in today's cutting edge science and technology
- One of two centers funded by NASA to develop a technology for growing food in space during human space missions
- The only historically black college or university and one of only 11 universities in the world funded and authorized by the W. K. Kellogg Foundation to establish and operate a Kellogg Conference Center, which is the technologically sophisticated hub of Continuing Education and Hospitality/Tourism Management Training
- The only historically black college or university to maintain academic excellence while supporting a football program exceeding a 611-win career record and many conference titles including 4 consecutive SIAC Conference Football Championships.



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(ABET), the major accrediting body for the engineering sciences. Also, the chemistry program is one of only a few among Historically Black Colleges and Universities that is approved by the American Chemical Society.

Physical facilities include more than 5,000 acres of forestry, and the campus has more than 100 major buildings and structures. The campus of Tuskegee is the only historically black college or university campus in the nation to be designated a National Historic Site. Total land, forestry, and facilities are valued in excess of \$500 million.

Freshmen and sophomores are required to live on campus and can elect to live off campus their junior and senior years. Students have more than 100 groups and organizations on campus, as well as a popular Greek life.

The Tuskegee University Golden Tigers compete in the Southern Intercollegiate Athletic Conference in the NCAA Division II. The University fields 10 varsity teams: five men's teams called the "Golden Tigers" and five women's teams called the "Tigerettes."

Tuskegee has many notable alumni, including syndicated radio host Tom Joyner, author Ralph Ellison, and singer Lionel Richie.

## Tuskegee, Alabama

The University is located in Tuskegee, Alabama, which is 35 miles east of Montgomery, the state capital. With a population of approximately 10,000, the city offers history, heritage, and hospitality. The beautiful landscape includes rolling hills, spruce pines, lakes, and meadows. Residents enjoy museums, historical sites, parks, national forest, hiking trails, and festivals. The city is within easy driving distance to Birmingham, Alabama, and Atlanta, Georgia.



## Application and Nomination Process

Confidential inquiries are welcomed and nominations are invited.

### 1. To Apply - Application packets must include:

- A letter of interest
- Current curriculum vitae
- At least five references with full contact information, including email addresses (References will not be contacted without consent from applicants.)
- Answers to the questions at [www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcrac.com/skins/userfiles/file/MMQuestions.pdf)

### 2. Submit applications to [Tuskegee-Dean@myersmcrac.com](mailto:Tuskegee-Dean@myersmcrac.com)

#### Submit nominations to [Tuskegee-Dean-nominate@myersmcrac.com](mailto:Tuskegee-Dean-nominate@myersmcrac.com)

Nominations should include full contact information, including email addresses, for the individual being nominated.

Review of materials begins immediately. For best consideration, application materials should be received by **April 17, 2017**.

**Alan Medders**, President of **Myers McRae Executive Search and Consulting**, is assisting Tuskegee University with this search.



515 Mulberry Street, Suite 200  
Macon, Georgia 31201  
(478) 330-6222 | [www.myersmcrac.com](http://www.myersmcrac.com)

*Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.*