

UNIVERSITY OF DALLAS

Job Number: 13100UD

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Dean and Director - University Libraries and Research

SUMMARY

The University of Dallas Cowan-Blakley Memorial Libraries invites applications for the Dean and Director of University Libraries and Research (henceforth “the Dean”). This is a unique opportunity for a visionary, dynamic, and collaborative leader to join a nationally-ranked private Catholic liberal arts university. This position is a non-tenure track faculty position, and will be hired at the rank of Associate Librarian.

The Dean will work with a talented and dedicated staff to lead the University Libraries in their mission (<https://udallas.edu/library/about/mission.php>) to meet the needs of a private liberal arts Catholic university, articulate a strategic vision for the Libraries, and advocate for the Libraries within the University of Dallas. The successful candidate will further position the Libraries as the hub of collaborations and scholarly endeavors and center the Libraries as an essential partner in the University’s mission. The Dean will navigate the evolving needs and ever-changing roles of libraries in our modern society, as well as facilitate the implementation of the University of Dallas’s and Cowan-Blakely Memorial Library’s strategic goals and core services.

The Dean of the University Libraries and Research is the chief administrator for the University Libraries and a member of the senior leadership team of the University. As such, the Dean reports directly to the University Provost and partners with University Administrators to advance the University’s vision for excellence in learning, discovery, and engagement. The Dean oversees collections in multiple formats; library research integration into the curriculum for student success; remote access to digital resources; library technologies, physical facilities, and operations; financial and human resources. The ideal candidate will play a crucial role in the successful administration of the Libraries in accordance with the University’s Catholic liberal arts mission, the *Faculty Handbook*, and all other properly authorized policies and procedures of the University of Dallas.

PRIMARY RESPONSIBILITIES

- Lead efforts to develop and implement the Libraries’ strategic direction; articulate and guide policy formulation, resource allocation, and organizational development in concert with the Catholic identity and liberal arts mission of the University.
- Manage the Library’s operating budget and work with library faculty, as well as external sources, to identify, evaluate, and implement programs that improve services and facilities, enhance the quality of resources, and increase operational efficiency within the Libraries.
- Collaborate with library faculty on collection development policy, effective resource-sharing operations, and other library services to enhance student learning and effective teaching.
- Support academic units and programs, including the Core Curriculum, through collection development, research support, and library programming.
- Undertake grant-writing initiatives to secure external foundation support for Library activities.

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- Lead the Libraries' assessment programs to ensure that programs, resources, and facilities meet the needs of students, faculty, and staff.
- Design, implement, and maintain an appropriate organizational structure with sufficient staffing to effectively accomplish goals and objectives through oversight of recruitment, training, supervision, professional development, and evaluation of the Libraries' faculty and staff.
- Create an environment that supports the professional advancement of all the Libraries' employees. Manage Libraries' faculty and staff, including staff annual reviews, rank and retention, hiring new employees, and conflict resolution.
- Be the chief advocate for the Libraries' impact on learning and student success. Promote programs that address the needs of students, faculty and staff, and the University community.
- Actively participate in the library profession and represent the University and its Libraries at global, national, statewide, and local meetings related to the library field.
- Cultivate strong relationships with Department chairs, Deans, the Provost's office, and University President.

MINIMUM REQUIREMENTS

- Master's degree from an ALA-accredited Library Science program, an additional advanced degree, or advanced certification.
- Five (5) years of successful and responsible experience in library administration and management in higher education, including experience developing and maintaining partnerships with other libraries and consortia.

PREFERRED QUALIFICATIONS

- Currently holds or has held a ranked faculty position within an academic or research library.
- Strong interpersonal and communication skills and the ability to work with and manage a diverse group of faculty, staff, students, and library patrons.
- Demonstrated knowledge of emerging areas of librarianship, including the capabilities and future trends of service models, library technologies, and systems to maximize discovery and access to scholarly resources.
- Integrated library system management, preferably in SirsiDynix Symphony.
- Excellent analytical, organizational, and time-management skills.
- Ability to initiate, plan, and successfully carry out projects and meet goals and deadlines.

ADDITIONAL INFORMATION

- The Dean and Director of University Libraries and Research serves on the Council of Deans, Provost's Council, and University Council as an *ex-officio* member of the Faculty Senate, and may serve on other bodies as assigned by the Provost.
- The expected date of appointment is July 1, 2023. The position is a work-from-campus position requiring local residency.

APPLICATION

Interested applicants must submit a complete curriculum vitae and a detailed letter of interest outlining their qualifications, specifically addressing how these qualifications would contribute to the Catholic identity and liberal arts mission of the University (see the [Mission Statement](#) of the University).

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References will be requested from candidates selected for interviews.

Review of applications will begin the week of January 8, 2023. Applications and nominations will be accepted until a successful candidate is appointed. All applications should be submitted to the University of Dallas's Human Resources application portal (apply online at: <https://hr.udallas.edu/apply/>). Questions regarding this position should be directed to Dr. Charles Sullivan, Chair, Library Dean Search Committee (sullivan@udallas.edu). All inquiries, nominations, and candidacies remain confidential until the on-campus visit phase of the search, when finalists' names are made public.

WHO WE ARE

The University of Dallas (UD) is a Catholic university with a unique identity. It emphasizes educating the whole person, encouraging its faculty and students to pursue wisdom, truth and virtue as the proper and primary ends of education (see the [Mission Statement](#) of the University). The University currently has three degree-granting academic units: the Constantin College of Liberal Arts, the Satish and Yasmin Gupta College of Business, and the Braniff Graduate School of Liberal Arts. The University also has an international campus near Rome, Italy, where most of its undergraduates study for a semester. UD is widely recognized for its core curriculum and strength of its liberal arts education. The University's academic offerings and student life experiences manifest the University's commitment to excellence in liberal arts education (<https://udallas.edu/academics/academic-rigor/rankings-and-points-of-pride.php>) and its fidelity to the teachings of the Catholic Church. UD is among twenty-six universities identified by the Cardinal Newman Society in its *Newman Guide* for its commitment to the principles of *Ex Corde Ecclesiae*.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.