

TIFFIN UNIVERSITY



THE SEARCH FOR THE
DEAN OF STUDENTS



THE SEARCH FOR A DEAN OF STUDENTS.

Tiffin University announces a national search for a Dean of Students. The Dean of Students will provide leadership and strategic direction for Tiffin University. The leader will demonstrate eagerness to advance the mission of Tiffin University, implement and move forward with strategies to grow the institution. The Dean of Students coordinates the administration of the Student Affairs Division for Tiffin University, serves as an advocate for students and shares information with students, colleagues and other interested parties that promote student success, retention and graduation. This position reports directly to the Senior Vice President for Enrollment Management and Student Success and serves on the division's leadership team.

The Dean of Students creates a culture of learning and engagement for Tiffin University students by applying student development theory and learning outcomes that promote students' academic and personal success, thereby increasing student learning, satisfaction and retention. The Dean provides strategic direction and leadership for the areas of residential life, student conduct, campus safety and security, student engagement, counseling and wellness and student health services.

VISION STATEMENT – The vision for Tiffin University is to become: A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

MISSION STATEMENT – The mission of Tiffin University is to: Educate students by linking knowledge to professional practice.

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect and Entrepreneurship comprise the ICARE values of Tiffin University.



ABOUT TIFFIN UNIVERSITY.

Tiffin University (TU), established in 1888, offers nationally accredited doctoral, graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences and distinctive degrees in the arts and sciences. Throughout its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that creates a vibrant and warm home for an educational community. In addition to the growth at Tiffin, doctoral, graduate and undergraduate programs are offered online and in areas throughout Ohio. Bachelor's and master's degrees are offered in several foreign countries as well.

From its founding as the for-profit Commercial College at Heidelberg College to its slow, but dramatic transformation into successful, not-for-profit, independent university, TU has maintained its dedication to providing professionally focused, learning-centered undergraduate and graduate programs and life-long learning opportunities to prepare students for successful careers and for productive and satisfying lives of excellence, leadership and service. TU offers programs within the School of Arts and Sciences, School of Business and the School of Criminal Justice and Social Science as well as our Creative Arts Institute.

Tiffin University's undergraduate program offers degrees in Bachelor of Arts, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Science and an Associate of Criminal Justice. At the undergraduate level, the University offers over 40 unique degree programs, over 30 minors and one certificate. TU's graduate programs include degrees in Master of Business Administration, Master of Education, Master of Humanities and Master of Science. In addition, TU started its first doctoral program in Global Leadership and Change in fall 2019.

Tiffin University is accredited by the Higher Learning Commission (HLC), the Accreditation Council for Business Schools and Programs (ACBSP) and The European Council for Business Education (ECBE). Only one-third of all business programs in the United States offer this prestigious level of accreditation. Our education partner, Lourdes University, is accredited by the National Council for Accreditation of Teacher Education.





What distinguishes TU within the higher education academy is its faculty represented by about 70 full-time and nearly 200 affiliate and adjunct members, with a student-to-faculty ratio of 15:1.

Tiffin University's faculty offers a unique combination of scholar- practitioners who focus on practical application of scholarly knowledge. This unique approach works by linking professional practice to theory and theory to professional practice. As has been said in the higher education academy, "theory without practice is empty and practice without theory is blind." The TU approach to learning and skill set development insists on connecting students to the workplace as soon, and as often, as possible during their college experience. All students in the School of Business and the School of Criminal Justice and Social Sciences are required to do an internship, while students in the School of Arts and Sciences also have the opportunity to get this type of field experience.

This scholar-practitioner model allows for networking and real-world applications so that students are prepared for what lies ahead when they enter or advance in the workplace. Some examples of past professional experience of the faculty includes Fortune 500 corporate executives, ITS directors, sports agents, CPAs, insurance, marketing and human resource managers, retired federal, state and local law enforcement and corrections professionals, DHS professionals, secret service staff, intelligence officers and military personnel, artists, archivists, attorneys, musicians, mental health professionals, counselors, poets, lab managers and editors. Not only are the faculty active in producing research within their areas of expertise, many remain active as consultants as well.

Another distinguishing factor about Tiffin University is its teaching modalities. TU was among one of the first small private institutions to embrace online learning and has expanded its expertise in this area over the past 20 years. Of the over, 3,000 students enrolled at TU, about 1,400 are on the main campus with the remainder studying off campus or online. A majority of the graduate programs are taught exclusively online.

Shared governance is reflected through the work of the faculty through four standing committees: Academic Standards and Policies, Faculty Development, Outcomes Assessment and University Curriculum Committees. A variety of ad hoc committees also exist to serve the needs of the institution. Committee recommendations are voted on by the full faculty instead of a faculty senate structure. TU is not a tenure institution. All faculty work on a contract basis depending on academic rank with instructors on a one-year contract, assistant professors on a two-year contract, associate and full professors on a three-year contract. The annual promotion process includes completion of a portfolio outlining achievements within the Boyer model of scholarship, which is reviewed by a committee comprised of both internal and external faculty members.

TU's degree programs are designed so that each student – whether the first person in the family to attend college or an adult professional returning to school – can achieve their fullest potential.

SCHOOL OF ARTS AND SCIENCES.

Without viable thinking and communication abilities, students in the 21st century will not be able to engage intensively in the cultural, social and technological changes impacting all professional roles in society. The School of Arts and Sciences is the educational foundation for all academic programs at Tiffin University. The general education courses prepare students to be critical thinkers, engage in teamwork, communicate with clarity and understand cultural and ethical implications of human behavior. With these abilities, a person will be successful in any career choices they make.

TU has diverse, talented professors who help students investigate many different facets of human thought that shape our culture and society. The faculty and staff of the school assist students to discern her or his area of interest and pursue a course of study leading to professional success. It is through this personal focus that faculty take the time to listen and guide students to achieve their highest potential.

The most popular programs at the undergraduate level are exercise science and forensic science, with exercise science leading the way as the fastest growing program as well. The most unique program is the degree in commercial music, which is modeled after cutting-edge programs offered at just a few colleges in the United States, but more commonly in Canada, the UK, Australia, Scandinavia and elsewhere. This program responds to the U.S. government's projection of independent and entrepreneurial musicians being the fastest-growing sector among music related careers over the next decade.

SCHOOL OF BUSINESS.

Today's global and hyper-competitive businesses demand thoughtful and well-trained future leaders. Tiffin's School of Business offers education that is relevant and cutting edge. With smaller class sizes and personal attention by an exceptional faculty who combine academic knowledge with real world experiences to deliver a comprehensive education experience, students thrive at TU. Combined with meaningful internships for students, the School ensures that students are ready to be "nurtured" not "re-trained" in the workplace. Students look forward to an experience that is designed to impart the relevant skills of holistic thinking and problem solving, so necessary to succeed in today's global economy. As mentioned earlier, TU's School of Business is accredited by the Accreditation Council for Business Schools and Program (ACBSP), as well as the European Council for Business Education (ECBE) and is the only school in the United States to hold these two distinctive business school accreditations.



The most popular programs in the School of Business are accounting and sports management, and the fastest growing program is the computer science degree. The most unique program is supply chain management because the curriculum prepares students to take the certification examination administered by the American Production and Inventory Control Society leading to the designation of the Certified Supply Chain Professional (CSCP).

SCHOOL OF CRIMINAL JUSTICE AND SOCIAL SCIENCES.

The School of Criminal Justice and Social Sciences (SCJSS) programs blend academic theory with practitioner experience to provide an educational experience ensuring graduates are career-ready or prepared for career growth. Student success involves innovative approaches to interdisciplinary and experiential learning, strong academic support services and faculty advising/mentoring as part of the SCJSS student experience. Students are required to complete an internship within their field of study.

Students intern in many criminal justice or social science agencies at the federal, state and local levels. Current events and social ills demonstrate a strong need for educated and professional criminal justice practitioners. The SCJSS curriculum prepares students to meet current and future criminal justice and social science challenges in a complex and diverse world. The most popular program at the undergraduate and graduate level is forensic psychology. The fastest growing program is criminalistics, while two of the most unique programs are law enforcement, which includes an opportunity to gain a certificate from the Ohio Police Officers Training Academy, and the addictions counseling curriculum, which meets state licensure requirements so graduates are ready to enter directly into the workforce.



STUDENTS.

The University has a sizeable number of international students representing 30 countries and is proud of its diverse and inclusive atmosphere. About 31% of the students represent a minority, international or disability status. Additionally, about 38% of the students are considered first-generation students. A majority of main campus undergraduate students attend full-time with 57% living on campus and 43% living off campus. In addition to campus enrollment, we currently serve over 400 online undergraduates, approximately 50 off-campus students, and about 700 online and on-campus graduate students.

With more than 50% of our students competing in athletics, there is an undeniable competitive spirit on campus. TU is an active member of the Great Lakes Intercollegiate Athletic Conference and assembles 23 men's, women's and co-ed teams comprising almost 800 student-athletes.

Tiffin University is ranked 25th in the Learfield/IMG Director's Cup standings, which recognizes the top NCAA Division II programs in the country.





AGENDA FOR THE NEW DEAN OF STUDENTS.

As a key leadership position on this campus, the Dean provides initiative in continuing to build a campus community that fosters the total development of the student by inspiring students to develop their leadership skills and character, helping them to refine their intellect and aiding them in their quest for professional excellence.

Other major duties and responsibilities:

- Supervise the daily operations of the Student Affairs Division and oversee the Offices of Student Engagement, Residence Life, Campus Safety and Security, University Health Services, Housing Operations and Counseling and Wellness;
- Hold full-staff and individual staff member meetings to provide support, in-service training and direction to ensure the flow of communication within the division;
- Develop key collaborative relationships with campus administrative areas, faculty and campus and community leaders to enhance planning and implementing strategic initiatives, resolving issues and responding to crisis incidents;
- Coordinate Student Affairs response to major crisis and other unusual events impacting students within the University Community;
- Provide direction and intervention for students in crisis and non-crisis including intervening with mental health staff, providing victim advocacy and working with staff and students affected by the crisis;
- Act as a liaison between the University, students and their parents;
- Work closely with local law enforcement and court officials to create and foster excellent community relations;
- Oversee and monitor the overall wellness concerns of the student body;
- Provide avenues for personal counseling for students;
- Actively participate in the Undergraduate Admissions Committee, TU Acts, Health and Wellness Pillar Team, the Institutional Response Team and other university committees as assigned;
- Promote educational conflict resolution among students, faculty and staff to aid in development and growth;
- Promote strong communication with other departments, as well as faculty, for the overall goal of maintaining a student's-first campus culture;
- Possess a broad knowledge in student learning assessment and fostering a culture of assessment and evidence, student development issues and trends to maintain a progressive and evolving Student Affairs Division and provide quality service to our students;
- Oversee all budgets within the Student Affairs Division;
- Serve as an Administrator on Call;
- Develop strategies for promoting student engagement and learning in collaboration with Academic Affairs;
- Communicate effectively with students and other stakeholders;
- Foster an inclusive university community and promote equity for all students;
- Oversee outreach to diverse student populations to support institutional diversity and inclusion goals;
- Support the goals of the University's mission, vision and strategic plan; and
- Other duties as assigned.

COLLABORATIVE CROSS-FUNCTIONAL ENVIRONMENT.

- Leverage strengths of the current finance team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals;
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment;
- Personal qualities of integrity, credibility and unwavering commitment to Tiffin University's Guiding Principles;
- Technologically savvy with experience selecting and overseeing software installations and managing relationships with software vendors; advanced knowledge of accounting and reporting software;
- Commitment to recruiting, mentoring, training and retaining a diverse team; the foresight and ability to delegate accordingly;
- Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus simple reporting;
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners;



PURPOSE

What we are about:
Transforming lives through education.

MISSION

What we do:
Educate students by linking knowledge to professional practice.

VISION

What we want to be:
A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.



WE BELIEVE IN CREATING A WORLD WHERE ANYONE CAN BELONG.

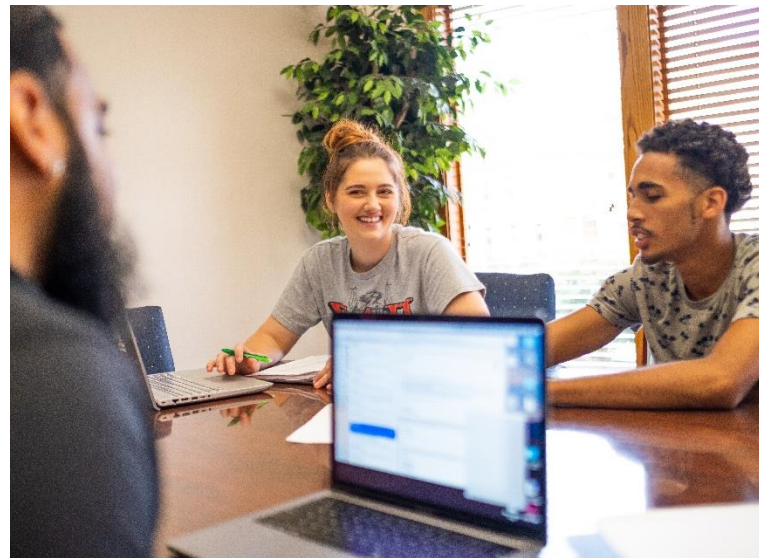
Under the leadership of President Dr. Lillian Schumacher, TU has embarked on an initiative to strengthen our approach to diversity. We are a workplace which demonstrates a culture of openness to diversity of thought and action. TU's administrators, faculty, staff and domestic and foreign students show a stronger attitude of embracing, welcoming and leveraging diversity. We have entitled this initiative, Celebrating *CulTUr*al Uniqueness, because not only is the culture at TU unique from other academic institutions, but we are all unique. This is something to be understood, respected and celebrated.

YOUR HEALTH AND WELLNESS IS OUR PRIORITY.

Medical, dental and vision coverage? Of course. We also offer 403B with a match, University paid life insurance, and tuition benefits for you and your dependents. But Tiffin University employees also enjoy on-campus access to meals, access to an on-site gym, campus events, wellness classes, maternity and parental leave, EAP, University contribution and telemedicine, just to name a few.

WHAT'S THE BEST THING ABOUT WORKING AT TIFFIN UNIVERSITY?

Easy: the people! We're curious, creative, diverse—driven to find purpose in our work, which comes from our students. We are inspired by the joy we get from supporting each other.



DESIRED ATTRIBUTES OF THE DEAN OF STUDENTS.

The successful candidate at Tiffin should possess a combination of personal qualities and professional experiences that match the expectations outlined in the Agenda for the Dean of Students.

- Education:
 - Master's degree in college student personnel, counseling or another related field. A focus in student development theory is preferred.
- Experience:
 - A minimum five (5) years' experience as a Dean of Students
- Requirements:
 - Required to live in campus housing;
 - A strong record of success as a supervisor, including but not limited to performance evaluation, professional development, setting individual goals and assessment of performance effectiveness;
 - Experience in applying student development theory and learning outcomes;
 - Demonstrated effectiveness as a culturally competent professional with broad experience interacting with and supporting the needs of a diverse student population;
 - A high level of collegiality in working with other student affairs units as well as campus and community constituencies along with the ability to build collaborative relationships characterized by mutual respect, trust and commitment to shared goals. Integrity, creativity, energy and decisiveness along with the capacity to engage and inspire others;
 - Highly effective in all aspects of crisis management, including the ability to work collaboratively with others in managing crises;
 - Excellence as a manager of complex organizational processes, heavy reliance on assessment data to inform decisions, superb supervision and professional development skills;
 - Effectiveness in setting priorities and deadlines to ensure project goal and objectives are met;
 - Strong skills in developing and managing budgets;
 - Must be willing to have flexibility with nights and weekend schedules; and
 - Assure 24-hour availability of staff for emergency response.

Create an inclusive environment and decision-making philosophy that seeks people from diverse backgrounds and supports their success in the workplace, openness and trust and facilitate the cross-functional relationships and understanding.





GUIDING PRINCIPLES

PURPOSE

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What we do:

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What we want to be:

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STRATEGIC PRIORITIES

Where we will focus:

- Create an environment focused on *student success*. (Students)
- Grow innovative *academic programs*. (Academics)
- Optimize our *organizational capacity*. (People)
- Strengthen and increase *institutional financial sustainability*. (Finances)
- Enhance our *critical infrastructure*. (Facilities and Technology)

VALUES

How we behave – ICARE

Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication

We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

Accountability

We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

Respect

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

Entrepreneurship

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

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