**Eastern Washington University**  
Academic Affairs  
Position Description: Dean of Libraries  
Administrative Exempt

**Eastern** is a comprehensive public university and a driving force for the culture, economy, and vitality of the Inland Northwest region. More than 10,000 students, 850 staff, and 450 faculty make Eastern their destination of choice for learning opportunities and professional achievement in high-quality liberal arts and professional programs offered in communities throughout Washington State, as well as on our beautiful campus in Cheney. The city of Cheney offers a safe, small-town atmosphere 20 minutes from Spokane, Washington’s second largest city, and outstanding four-season recreational opportunities.

EWU Libraries stimulate and support intellectual inquiry. They foster interactive relationships among faculty, students, and the community in the context of the mission and vision of the University; serve as the focal point of University intellectual life by supporting students, faculty, administrators, and the community in academic endeavors such as curriculum development, student research, instructional delivery, and development of critical inquiry; provide special services to support faculty research; and stimulate a vital campus culture and life. The Libraries include the John F. Kennedy Library on the Cheney Campus, the Riverpoint Campus Library in Spokane, and Library services provided through Bellevue Community College and in a variety of traditional and electronic modes at EWU instructional sites and to individual students throughout Washington State. The JFK Library offers 750,000 titles, 946 periodical titles, 7840 active electronic journals, 3100 E-books, and other print and non-print titles. Resources include 39 staff and librarians, more than 80 public computer stations, 150 laptops and other equipment for check-out, and an annual budget of $4 million. The EWU Libraries is a member and active participant in the Orbis Cascade Alliance.

**Position Summary:**

The Dean is responsible for ensuring that the Libraries are an essential component of the academic and intellectual life of the university and a physical and virtual place where students, faculty, administrators, staff, and community users develop knowledge through access to the latest information and engage in critical intellectual inquiry. The Dean is responsible for all areas of Library administration including strategic and long-range planning, policy and program development, fiscal management, personnel supervision, utilization of emerging technologies, and development of internal and external partnerships. While providing a vision for the future of EWU’s Libraries and fostering a work environment that welcomes change and innovation in meeting new challenges, the Dean is expected to develop an effective and collaborative team of Library faculty and staff, as well as strong functional relationships with other constituent groups. The Dean reports to the Provost and Vice President for Academic Affairs.

**Responsibilities:**

Provide academic and administrative leadership for the Eastern Washington University Libraries (80% - essential duty):

- Provide leadership in innovation of library services and collaborative approaches to collection development to meet the changing needs of teaching, learning, and research in the University;
- Articulate the mission of the University and promote consensus among the various constituents of the University;

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• Provide effective and efficient administration of the Libraries and its programs and services, including the development and implementation of plans for the future of the Libraries
• Oversee and assess the role of and services offered by the Libraries in current and future digital environments
• Effectively and efficiently manage the financial, technical and human resources of the Libraries
• Actively and collaboratively participate in the Orbis Cascade Alliance and state and regional consortia that facilitate the EWU Libraries’ ability to meet resource needs of the regional academic communities
• Actively and collaboratively participate in the setting of University policy and in the setting of policy through involvement with the academic deans
• Improve the Libraries’ educational services and support of programs, research and scholarship, including, but not limited to, faculty and staff development, grants and contracts, assessment programs, internships, and scholarly opportunities for faculty and students
• Participate in the University governance process: serve on committees and task forces as appropriate, such as search, program development and review, and strategic and ongoing institutional planning committees
• Lead the professional librarians by example by maintaining an individual professional and scholarly development plan.

Build partnerships with external constituencies: alumni, private, and public organizations (20% - essential duty):
• Articulate and promote the University’s and the Libraries’ mission and objectives;
• Seek feedback on the success of Libraries’ programs and services;
• Identify unmet needs;
• Participate effectively in fund- and friend-raising activities;

Accountabilities:

1) Meet goals and expectations as established by the President, the Provost, and the Vice President for Academic Affairs
2) Carry out the mission of the Libraries
3) Provide effective leadership to the Libraries and the University
4) Work collaboratively with other deans in advancing the University’s academic program
5) Work effectively with other constituencies in the University and other university Librarians
6) Manage the fiscal and human resources of the Libraries in compliance with federal, state and University laws, rules, regulations, and policies
7) Enhance the quality of the program and services of the Libraries and its faculty
8) Help recruit the best faculty with an accompanying commitment to cultural diversity and pluralism
9) Establish and maintain effective decision making and communication within the Libraries
10) Monitor provisions of the collective bargaining agreements and University policies, and ensure employee and administrative compliance

Qualifications:

1) MLS or MLIS degree from an ALA-accredited institution or equivalent; earned Doctorate or equivalent preferred (any discipline) from a regionally or nationally accredited institution
2) A record of librarianship, scholarship, and service

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3) A record of leadership in administration and fiscal management equivalent to, but not limited to, that of a department chair, director, assistant or associate dean

4) Demonstrated ability to successfully implement new technologies pertinent to the Libraries

5) Commitment to a high standard of personal and professional ethics

6) Demonstrated ability to communicate and work effectively with constituent groups, both inside and outside the University, and to serve as the chief spokesperson for the Libraries

7) Demonstrated ability to work in a cooperative, collegial, collaborative, and patron-centered environment

8) Ability to promote faculty, staff, and program development initiatives

9) Demonstrated commitment to equal opportunity, affirmative action, and diversity.