

Vacancy Announcement
Associate Dean of the College of Natural and Health Sciences
University of Northern Colorado

The College of Natural and Health Sciences at the University of Northern Colorado (UNC) invites nominations and applications for the position of Associate Dean of the College. The University of Northern Colorado is a Doctoral/Research University enrolling 12,000+ graduate and undergraduate students. The University, founded in 1889, is located in the city of Greeley, which has a growing population of 80,000. Greeley is an hour north of Denver and about 30 miles east of the Rocky Mountains. The College of Natural and Health Sciences is one of five academic colleges at UNC and contains six schools (Biological Sciences; Chemistry, Earth Sciences and Physics; Human Sciences; Mathematical Sciences; Nursing; and Sport and Exercise Science) as well as two institutes (the Mathematics and Science Teaching Institute and Rocky Mountain Cancer Rehabilitation Institute). The College serves approximately 2,500 undergraduate and 500 master's and doctoral students. Additional information about UNC, Greeley, and the College of Natural and Health Sciences is available at <http://www.unco.edu> and <http://www.unco.edu/nhs/>.

Position Description

Reporting directly to the Dean of the College of Natural and Health Sciences, the Associate Dean is primarily responsible for providing leadership for the College's research and scholarly efforts and support in the area of faculty affairs, including recruitment, retention, evaluation, and professional development. The Associate Dean serves as the key contact person within the Dean's Office with regard to policies and procedures that pertain to research and faculty, provides assistance in overall planning, budgeting, and management, and may contribute in the areas of student affairs and academic programs, with additional duties as assigned. As a member of the College's faculty, the Associate Dean is expected to exhibit continuing engagement in teaching, scholarship, and service at a level appropriate to his or her administrative responsibilities. The position is a tenure-eligible, 12-month exempt appointment.

Position Qualifications

Required qualifications for this position include:

- An earned doctorate or other terminal degree from an accredited institution and in a discipline represented in the College of Natural and Health Sciences.
- A record of professional achievement in teaching, scholarship, and service sufficient to warrant appointment as an Associate Professor or Professor in an academic school of the College. Rank and tenure status will be consistent with the successful candidate's qualifications and the policies of the relevant school.
- Significant knowledge of the administration of grants and/or contracts.
- Excellent communication and interpersonal skills.
- Demonstrated leadership and team-building skills.
- A commitment to shared governance and collaborative decision-making.

A preferred qualification for this position includes:

- Higher education administrative experience.

Screening of applications begins December 1, 2006, and continues until the position is filled. The preferred position starting date is July 1, 2007. A complete application consists of a cover letter addressing the qualifications cited above; a current *curriculum vitae*; and the names, addresses, and telephone numbers of at least three professional references. Applications, nominations, and inquiries should be sent to:

Dr. Juliet Fried, Search Chair
Search #99989, NHS Associate Dean
Gunter Hall 1250, Campus Box 132
University of Northern Colorado
Greeley, CO 80639
Electronic mail: juliet.fried@unco.edu
Telephone: (970) 351-1580

This position is contingent on funding from the Colorado State Legislature, approval by the Board of Trustees, and subject to the policies and regulations of the University of Northern Colorado. The University of Northern Colorado is an AAEO employer and is committed to fostering diversity in its student body, faculty and staff. Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants. Salary is commensurate with qualifications and experience. Benefits include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Other benefits may be available based on position.

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status. For more information or issues of equity or fairness or claims of discrimination contact the UNC AA/EEO/Title IX Officer at UNC Human Resource Services, Campus Box 54, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.