

**UNIVERSITY OF NORTHERN COLORADO**

**VACANCY ANNOUNCEMENT**

**Position Title: Associate Dean of the College of Natural and Health Sciences**

**Position Number: E99989**

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 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. The College of Natural and Health Sciences is one of five academic colleges at UNC and includes six schools (Biological Sciences; Earth Sciences and Physics; Human Sciences; Mathematical Sciences; Nursing; and Sport and Exercise Science) and one department (Chemistry and Biochemistry) as well as several institutes and centers. The College serves approximately 2,900 undergraduate and 500 master's and doctoral students. Additional information about UNC, the City of 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 a modest level of engagement in teaching, scholarship, and service. The position is a tenure-eligible, 12-month exempt appointment, and is available as early as January 2, 2012; however, a later starting date is negotiable.

**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 or department of the College. Rank and tenure status will be consistent with the successful candidate's qualifications and the policies of the relevant unit.
- 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.
- Higher education administrative experience.

The successful candidate's salary will be commensurate with his or her qualifications and experience. Benefits available include health, life, and dental insurance, as well as a selection of several defined contribution retirement programs. Dependents and spouses of UNC employees who are employed as 0.5 FTE or above are entitled to and eligible for Dependent Tuition Grants. These tuition grants will cover in-state tuition charges. Further requirements may exist. Other benefits may be available based on position.

**Application Materials, Contact, and Application Deadline:**

Screening of applications will begin on September 15, 2011, and will continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select "View/Apply for Administrative Positions" then choose "Associate Dean – College of Natural and Health Sciences." Application documents to be submitted online are a letter of application/cover letter that addresses the applicant's interest in the position and the qualifications cited above, a current *curriculum vitae*, and the names and contact information of at least three references. In addition to the material provided online, please send unofficial or official copies of graduate school transcripts to:

Dr. Dean Allison, Search Chair  
Search #E99989, NHS Associate Dean  
Gunter Hall 1000, Campus Box 134  
University of Northern Colorado  
Greeley, CO 80639  
Electronic mail: dean.allison@unco.edu  
Telephone: (970) 351-2395

**Additional Requirements:**

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. The successful candidate must submit original transcripts within one (1) month of hire.

**Additional Information:**

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. Federal regulations require that the University retain all documents submitted by applicants. Materials will not be returned or copied for applicants.

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.