

Position Description

Organic Chemist and Chair of the Department of Chemistry and Biochemistry College of Natural and Health Sciences

The University of Northern Colorado seeks an organic chemist and visionary Chair of the Department of Chemistry and Biochemistry, position #F99512. The successful candidate will be an established teacher-scholar with documented leadership and collaborative skills. The Chair reports to the Dean of the College of Natural and Health Sciences and is the chief administrative and academic officer of the department. In addition to contributing to the unit's instruction, scholarly, and service activities, the individual in this position has responsibilities in the areas of administration, budgetary coordination, faculty/staff hiring and evaluations, professional development, community advancement, fundraising, securing and/or facilitating the acquisition of external funds through grants and contracts, and providing leadership in the development and oversight of instructional programs, research, and service commitments. Specific administrative functions of the Department Chair include the following:

- Advocate for department and its programs
- Provide vision and implement planning for the department
- Provide academic leadership of faculties and programs within the department
- Support and participate in fundraising and advancement activities
- Implement annual and comprehensive evaluations of faculty
- Facilitate the professional development and mentoring of faculty and staff
- Implement faculty hiring and reappointments
- Manage faculty workload
- Implement university and college policies and procedures at the department level
- Implement course scheduling/program delivery
- Review curriculum and oversee curriculum changes
- Facilitate department governance/committees
- Implement program review and assessment/certification
- Implement and/or manage budget and other resource allocations
- Provide leadership of student recruitment programs
- Implement student dispute resolution
- Participate in personal professional development
- Provide program coordination and development
- Implement enrollment management
- Participate as an active member of the College's Leadership Team
- Other duties as assigned by the Dean

This tenure-eligible 10.5-month position (full time during the academic year and half-time through the summer) will be available on July 1, 2011.

About the Department:

Located in the attractive new wing of Ross Hall, the Department of Chemistry and Biochemistry offers degrees at the baccalaureate, master's and doctoral levels. Undergraduate emphasis areas include ACS-certified degrees in Chemistry, Biochemistry, and Secondary Teaching; additional emphasis areas are Forensic Science, Industrial Chemistry, and Pre-health. A distinguishing

feature is the department's focus on chemical education; the M.S. degree in Chemistry features both an emphasis in research and education, and the doctoral credential offered by the department is the Ph.D. degree in Chemical Education. Currently, the department serves approximately 140 undergraduate and 20 graduate majors. The department's eleven full-time faculty members are active in research in all major sub-disciplines of chemistry. Major research instrumentation includes: atomic absorption, fluorescence, nuclear magnetic resonance, capillary column gas (FID and MS detectors), and high pressure liquid chromatograph (fixed and variable wavelength UV-vis, and mass spectroscopy detectors).

About the University:

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 Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

Qualifications and Experience:

A qualified applicant must possess an earned doctorate in organic chemistry or a closely related field and be able to document professional accomplishments warranting appointment at the rank of Associate Professor or Professor. The ability to foster the success of the department's doctoral program in chemical education is essential. The successful candidate should also evidence the following qualities:

- Ability to provide cohesive, visionary, energetic, and innovative leadership
- Record of noteworthy achievement in both teaching and scholarship
- An active program of research in organic chemistry
- A commitment to faculty-mentored student research involving both undergraduate and graduate students
- Interest in securing external funds through grants, contracts, and/or development work
- Ability to foster the success of all graduate and undergraduate programs
- Ability to set priorities, multi-task, and delegate appropriately
- Ability and skill to function effectively as a leader and a colleague in a University environment and the profession at large
- Excellent interpersonal and communication skills
- Strong sense of integrity and ethics

Salary and Benefits:

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 January 18, 2011 and will continue until the position is filled. Interested persons should apply online at <https://careers.unco.edu> and select “View/Apply for Faculty Positions” then choose “Chair Department of Chemistry and Biochemistry.” Application documents to be submitted online are a letter of application/cover letter that addresses the applicant’s interest in the position and his or her relevant qualifications and experience, a *curriculum vitae*, and the names and contact information of at least three references. Statements of leadership ability and philosophy, teaching philosophy, and research interests also should be submitted via the online application process in the “Other Document” category. In addition to the material provided online, please send unofficial or official copies of graduate school transcripts to: Dr. Kimberly Pacheco, Chair Search and Screen Committee, Department of Chemistry and Biochemistry, University of Northern Colorado, Campus Box 98, 501 20th Street, Greeley, CO 80639.

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.