



## Position Profile

## Dean for the College of Arts & Sciences

December 2018



*This search is managed in partnership with Summit Search Solutions, Inc.*

## About University of North Dakota

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The University of North Dakota (UND) is a public research university established in 1883. Founded with a strong liberal arts foundation, UND has grown into a prominent scientific research university, classified by the Carnegie Foundation as having high research activity. UND was recently ranked among the top 25 most innovative universities in the country by *U.S. News and World Report* in 2017 and is widely regarded as among the top universities in the American Northern Plains region. Currently, the University offers 200+ fields of study for nearly 15,000 students. Grand Forks boasts high-quality medical facilities, a very low crime rate, many fine restaurants, acclaimed public and private schools, and annual events throughout the year. Ranked as one of the Top 5 Best Small College Towns, and America's Best Hockey Town, Grand Forks offers stellar quality of life without the metropolitan hassles. UND is right at home in this vibrant college town of over 55,000 people located on the border of North Dakota and Minnesota. UND is admired for its spacious, beautiful campus and extensive natural resources.

- UND is the flagship research university in the state with five focus research areas: health & biomedical sciences, energy and the environmental sustainability, rural health and social problems, unmanned aircraft systems, and big data.
- UND has an innovative [strategic plan](#) that will ensure it is the chief opportunity engine for North Dakota and its students and the premier flagship university in the Northern Plains.
- The \$100M Ralph Englestad Arena is home to UND's hockey team (currently ranked among the top 20).
- UND has recently upgraded significant facilities across campus including: \$124M medical school, \$29M renovation, and addition to Wilkerson Hall dining center, \$11.5M renovation and addition to the Law School, \$18M athletics high-performance center.



## The College of Arts & Sciences

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The College of Arts & Sciences (CAS) at the University of North Dakota is the state's top-ranked liberal arts college, enhancing the lives of North Dakota's citizens, and people across the world through its liberal arts education, research, and creative scholarship. With a focus on the humanities, visual and performing arts, social and behavioral sciences, mathematics, and natural sciences, the departments and disciplinary and interdisciplinary programs of the College provide students with a breadth of knowledge and applied experience ensuring they are creative problem-solvers and future leaders. Graduates of the College are team-oriented problem-solvers who appreciate global and domestic diversity; they are effective communicators who can think analytically, act ethically, and practice inclusivity.

The College of Arts & Sciences has over 173 full-time faculty, 59 part-time and full-time instructors, 47 support staff, 500 graduate students and 2,900 undergraduate students in 20 academic departments/programs/units as well as several institutes and clinics. Faculty and staff have been recognized for their extraordinary success in teaching, research, service, advising, and community engagement. Faculty research and creative activity informs teaching and affords students research and creative-activity experiences, furthers disciplinary knowledge, improves quality of life, and often transcends disciplinary boundaries.

The College offers the following unique opportunities for faculty, staff, students, and the wider community:

- The Writers Conference, offered since 1970, is a signature annual College event organized by the Department of English. Some of the most influential writers of the twentieth and twenty-first centuries have traveled to Grand Forks to participate including Tony Kushner, Alice Walker, Viet Thanh Nguyen, Norman Mailer, Maxine Hong Kingston, Truman Capote, Salman Rushdie, Dorothy Allison, Marlon James, Layli Long Soldier, and Roxane Gay.
- The Northern Prairie Community Clinic, an integrative care training clinic is united through the departments of Psychology and Communication Sciences and Disorders within the College of Arts and Sciences and Counseling Psychology and Community Services within the College of Education at the University of North Dakota.
- The Math Active Learning Lab (MALL) provides students with opportunities to do math in a lab environment and get immediate assistance by qualified and friendly tutors if they need it. In its second year of implementation, the MALL has improved student learning outcomes and celebrates active learning.
- The UND Art Collections has over 10,000 pieces of art from across the world. Selected works of art are exhibited across campus in every building in what is called the "Living Arts Museum" to ensure students engage with art on a daily basis. With the support of the generous Myers Foundations, the Department of Art and Design hosts visiting artists who provide the university and larger community with important opportunities for dialogue about their creative work in relationship to the world at large and to engage with students through public lectures, studio visits, and critiques of student work.
- Funded by a generous alum, the College provides the *Joyce and Aqueil Ahmad Research Award* to support research and programming on the promotion of peace and nonviolence. The College also provides internal funding to support undergraduate research and faculty research and creative activities.



## The Position

Reporting directly to the University Vice President for Academic Affairs & Provost, the Dean is the chief executive and academic officer of the CAS and the primary liaison with the University. The Dean is a key player in the University's academic administration; involved centrally in issues including strategic planning, budget, curriculum, facilities, and research. Moreover, the Dean is a key participant in external relations of the University, including fundraising, alumni relations, economic development, legislative priorities (federal and state) and public relations. As a participant in a broad range of institutional discussions and decision-making, the Dean must maintain perspective on the entire range of education and research on our exceptional and diverse campus, including different kinds of service, different academic programs and externally and internally supported research.

### Specific duties include:

- Accountability for the College's sound management of resources - fiscal, facilities, and human.
- Strategic planning, including alignment of plans for educational, research and other activities in the College.
- Developing, implementing, maintaining and promoting high-quality academic programs and curriculum that support and achieve the mission and values of the College and the University.
- Collaborating with faculty to streamline curriculum across all modes of delivery, develop strategic online courses and programs, integrate innovative pedagogy including high-impact practices, and align and promote high-quality academic programs that meet demand.
- Promoting and improving student success, retention, and graduation rates through retention initiatives and recruiting and increasing undergraduate, graduate and professional enrollment.
- Ensuring that every department has a diversity, assessment and strategic plan aligned with institutional priorities and establishes enrollment, retention, placement, scholarship, and other metrics to meet college research/creative activity and student success goals.
- Advancing research, scholarship, and creative activities which enhance discovery at a level consistent with research-intensive universities.
- Fostering a welcoming, safe, and inclusive campus climate.
- Attracting support for the University and the College through active engagement of alumni, community, industry, donors and other external constituents.

### Competencies:

- Creates and sustains a work environment based on ethics, integrity, trust, and accountability.
- Gains others' support for ideas, proposals, projects, and solutions.
- Analyzes the University's competitive position by considering higher education trends, current and future students, research sponsors, as well as UND's strengths and weaknesses.
- Proactively anticipates and identifies areas of opportunity and improvement along with the establishment of clear directives and guidance.
- Delegates effectively and efficiently to implement solutions and perpetuate development.
- Develops, maintains, and strengthens partnerships inside and outside the University.



## Qualifications

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- Terminal degree in any of the disciplines within the College (or in related areas) with a substantial record of scholarly activity that merits appointment as a Full Professor and tenure in an appropriate department within the College.
- Five years of progressive leadership experience in higher education administration with a strong record of excellence.
- A commitment to and vision for education, scholarship, research, and innovation.
- An understanding of ways to support, provide professional development and advancement opportunities to faculty.
- Knowledge of outcomes assessment, accreditation, and continuous improvement in evaluating the quality of teaching, curriculum, and student success.
- Demonstrated leadership and fiscal expertise exemplified through an understanding of enrollment management, budgeting, forecasting, fiduciary accountability, and transparency.
- Knowledge of current higher education trends, challenges, and demands as they may relate to UND.
- Demonstrated effectiveness in working in a diverse, multicultural environment and a commitment to and experience with increasing diversity and inclusion of faculty, staff, and students.
- Ability to collaborate effectively with administrators, faculty, staff, and students.
- A commitment to fundraising and relationship cultivation.
- Exceptional written and verbal communication skills.

## To Apply

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Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by January 20, 2019 will be given first consideration.** To apply online, go to:

<https://theapplicantmanager.com/jobs?pos=su130>

Please submit a PDF version of your complete curriculum vita/resume and a cover letter of application highlighting the qualifications for the position.

### Confidentiality of Application Materials

Note: Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists who will be invited to campus.

### For further information or to make nominations:

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### Benefits

Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, tuition waiver, annual and sick leave. Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

All information listed in this position announcement will be used by Human Resources, the Hiring Department, and EO/Title IX for screening, interviewing and selection purposes.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US and to complete the required employment eligibility verification form upon hire.

### EEO Statement

*UND is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. Women, minorities, veterans and individuals with disabilities are encouraged to apply. Applicants will be invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status during the application process. This information will remain confidential and separate from your application.*

### ND Veteran's Preference

*North Dakota Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months.*

### Clery Statement

*In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at <http://und.edu/discover/files/docs/annual-security-report.pdf>. You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND 58202.*



*Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon.*



## Grand Forks, North Dakota

The beautiful city of Grand Forks is nestled in the Red River Valley and boasts North Dakota's 3rd largest city with a population of over 55,000. Its sister city, East Grand Forks, MN, lies just across the Red River. The Red River and Red Lake River meander through both cities. The rivers are surrounded by a dike system which provides over 2,200 acres of **Greenway** recreation space with 20 miles of multi-purpose trails. Grand Forks sits five hours from Minneapolis/St. Paul, MN and two hours from Winnipeg, Manitoba. Many cite "the people" as their favorite thing about Greater Grand Forks, but there's plenty to see and do as it is home to a great mix of sports events, a vibrant arts scene, miles of biking, hiking and inline skating trails as well as hunting, fishing, snowmobiling, and skiing, plus a revitalized downtown. Grand Forks offer amenities of a large urban area and the safety, convenience, and friendliness of a small community.

### ***Interesting Facts:***

- North Dakota has one of the lowest unemployment rates in the country primarily due to the recent oil boom in the western part of the state.
- North Dakota is the leading producer of honey in the United States and is the largest producer of many cereal grains, such as barley, durum wheat, oats and hard red spring wheat. The state is also the leading producer of many oilseeds such as sunflower, canola, flax, and safflower.
- Maah Daah Hey Trail claims to be the longest continuous single-track mountain biking trail in America with 97-miles of winding adventure which bridges North Dakota's sweeping grasslands and its jagged badlands.
- With four distinct seasons, North Dakota is the perfect place for a range of outdoor activities including cross-country skiing, hockey, hiking, biking, camping, swimming, and golfing.
- With a consistently low unemployment rate (<3%), Grand Forks is a hub for engineering, aerospace, energy, agriculture, and healthcare.



### ***For more information on Grand Forks, North Dakota:***

To find out why living and working in Greater Grand Forks is cooler, check out: [www.GrandForksisCooler.com](http://www.GrandForksisCooler.com)

Grand Forks Chamber of Commerce: <https://www.gochamber.org/>

Convention and Visitors Bureau: <https://www.visitgrandforks.com/>

City of Grand Forks: <http://www.grandforksgov.com/>