
Office of the Provost

Position Announcement
INTERIM DEAN,
College of Social and Behavioral Sciences
(Internal Candidates Only)
April 15, 2021

The Interim Dean, College of Social and Behavioral Sciences reports to the Provost and Vice President for Academic Affairs. The ideal candidate will be an experienced, enthusiastic team member who will contribute to the ongoing success and planned growth for the college. SBS offers a wide array of social science and related professional degree programs that prepare students to be leaders and innovators in their communities and professions.

SBS is committed to:

- promoting the appreciation and importance of diversity;
- advocating for the importance of community;
- stressing the importance of sustainability and environmental issues;
- exploring issues of social justice and power;
- developing global perspectives;
- fostering active engagement, advocacy, and applied learning.

These are ideals that are consistently demonstrated through the research and accomplishments of our talented students, faculty, and alumni.

The College of Social and Behavioral Sciences is the largest college at NAU housing 235 full-time tenured, tenure-track, and non-tenure track faculty; 60-70 part-time faculty, and 40-50 full and part-time staff. The college serves over 6,000 graduate and undergraduate students pursuing over 38 baccalaureate, master's, and doctoral degrees, in addition to numerous minors and certificates. The Interim Dean will oversee a large multi-faceted budget that includes state appropriations, local revenue and expenditures, foundation account revenue, grant funding, summer and winter over-attainment from course offerings, student fees (both course and program), and income from university services.

The Interim Dean for SBS is a temporary, full-time, single-year appointment. The effective date of appointment will begin on July 1, 2021 and will conclude upon the successful search and placement of a permanent SBS Dean, anticipated to begin in Summer of 2022. The person in this position will serve on the Provost's Academic Leadership Council (PALC), the President's Cabinet, and lead their own team of chairs, directors, and service professionals as the Dean's Leadership Team. They will contribute to SBS leadership and planning, oversight of the college curriculum, student success, and faculty support.

Job Description

The Interim Dean of the College of Social and Behavioral Sciences is the academic and administrative officer of the College and reports to the Provost and Vice President for Academic Affairs. The Interim Dean will develop productive working relationships with institutional administration, faculty, and students, as well as alumni and community partners.

The Interim Dean will be responsible for:

- Vision and Planning: create a vision and strategic plan for the college that aligns with the institutional goals and strategic plan.
- Diversity and Inclusion: foster diversity and inclusivity among students, faculty and staff.
- Fiduciary Decisions: manage the budget and other resources.
- College Administration: appoint department chairs, school directors, and college administrators, and periodically review the performance of chairs, directors, and administrators in concert with the Provost.
- Personnel: oversee hiring; establish job titles and salaries; make decisions and review policies regarding renewal, tenure, promotion, and dismissal; authorize faculty leave; review faculty annual evaluations; promote departmental mentoring and development opportunities; and support professional development of faculty and staff.
- Educational Leadership: provide leadership and vision for new and continuing academic programs, considering innovation, cost effectiveness, market demand, fidelity to standards and accreditation; establish and maintain high academic standards; ensure effective student quality, recruitment and retention.
- Development: contribute to development and fulfillment of fundraising priorities; participate in comprehensive capital campaign initiatives.
- College Governance: create ad hoc committees of the collegiate faculty; hear faculty grievances; promote academic freedom and responsibility; ensure that the college provides a diverse, opportunity- and perspective-rich environment; promote and support shared governance.
- Outreach: participate in various councils, commissions, and committees as set forth in university policy; represent the college within state and national boards and organizations, and other appropriate groups; effectively demonstrate a commitment to Northern Arizona University core values and engage the college in the campus, state and national communities.

Minimum Qualifications

The current position is limited to internal NAU candidates, within or outside of the College of Social and Behavioral Sciences. The successful candidate will possess the title of Associate or Full Professor with Tenure.

Preferred Qualifications

- Possess an earned doctorate from an accredited institution in one of the disciplines of the College, or in a closely related field.
- Demonstrated success in leadership as associate dean, chair or director, center or institute leader, or comparable position with responsibilities that included budgets, strategic planning, personnel management, performance reviews, and promotion and tenure decisions.
- Successful record of educational leadership and vision in academic programing; experience developing and sustaining high quality, student-centered coursework and curricula at both the undergraduate and graduate levels; practiced consideration of innovation, cost effectiveness, and high academic standards; oversight of effective student quality, recruitment, enrollment growth and retention initiatives; and experience with accreditation and program review.

- Demonstrated strengths in effective communication, mentoring, consensus building, shared governance, and supporting an environment of diversity and inclusion.

Knowledge, Skills, and Abilities

- Knowledge of University policies, standards, and procedures.
- Strong organizational, communication, and conflict management skills.
- Demonstrated ability to work effectively with individuals from diverse cultural backgrounds.

Application Process

The required applications materials include (1) a letter of interest, (2) a current curriculum vita, and (3) the names, titles, and contact information for three references. Questions related to the position and final application materials should be sent to [John Masserini](mailto:John.Masserini@nau.edu) (John.Masserini@nau.edu) by email on or before 5:00 pm on **Monday, April 26, 2021**. The anticipated start date for the position is July 1, 2021.