



# University of Colorado Boulder

## Dean, Division of Natural Sciences

The Natural Sciences Dean of Division (DoD) is the chief academic and administrative officer of the Division of Natural Sciences in the College of Arts and Sciences (A&S). This position provides thoughtful, innovative and equitable leadership of, and vision, oversight, and planning for, the Division of Natural Sciences. In addition, the DoD promotes the broad liberal arts mission of the college. This position reports directly to the Executive Dean of the College of Arts and Sciences.

The DoD serves three equally important roles. First, the DoD is the principal advocate for the Natural Sciences in the College of Arts and Sciences both within and outside the university. Second, the DoD works with the Executive Dean of A&S, the other deans of divisions in the college, and other college leaders as well as faculty, staff and students to articulate and advance the goals, mission and vision of the division and college. Third, as a member of the provost's and campus academic leadership teams, the DoD works cooperatively and collaboratively with other university leaders to advance the goals and mission of the CU Boulder campus with a campus-first mentality.

The DoD must be committed to providing dynamic leadership that is innovative, collaborative, communicative, and transparent and that is guided by the principles of diversity, equity, inclusion, and justice. Furthermore, the DoD should be dedicated to excellence in teaching, research, scholarly and creative work, and leadership and service; to the recruitment and the retention of outstanding faculty, students, and staff; and to supporting academic freedom. The DoD must be enthusiastic about engaging in fundraising. All of the DoD's activities are to be firmly grounded in CU Boulder's shared values of integrity, respect, inclusiveness, and openness.

The Natural Sciences Division has fourteen different departments. Its 830 full-time faculty members (tenured, tenure track, and instructional) are dedicated to creating a learning environment of excellence with a personal touch as they teach and develop each department's dynamic curriculum. As of [Fall of 2022](#), the Division offers 14 undergraduate degree programs and 16 graduate degree programs to over 9,700 undergraduates, and 1500 total graduate students.

## Job Duties

### Academic Management and Leadership

- Provide leadership and vision within the division, college and university toward enhancing student success, promoting retention & graduation. The Division includes the following departments: [Applied Math](#); [Astrophysical & Planetary Sciences](#); [Atmospheric & Oceanic Sciences](#); [Biochemistry](#); [Chemistry](#); [Ecology & Evolutionary Biology](#); [Environmental Studies](#); [Geography](#); [Geological Sciences](#); [Integrative Physiology](#); [Mathematics](#); [Molecular, Cellular & Developmental Biology](#); [Physics](#); and [Psychology and Neuroscience](#).
- Promote and foster diversity, equity and inclusion as a core value in the division, college and university.
- Implement the strategic missions of the College of Arts and Sciences and the university.
- Participate in and effectively co-manage the implementation of the strategic reorganization plan for A&S.
- Lead and manage divisional programs and administrative functions, including division-wide operating policies and procedures.
- Hold primary responsibility for the divisional student, faculty, and staff experiences in the college, to positively contribute to the overall experiences of these equally important populations.
- Promote and foster scholarship, research, creative activity and innovation within the division and college, and across other schools and colleges consistent with the mission of the campus.
- Provide leadership and vision in developing and modifying A&S academic programs, curricula, services, policies and procedures, in collaboration with the other A&S deans, faculty, staff, and students to ensure academic excellence in meeting the current and future needs of the students.
- Provide vision and co-leadership regarding space allocation within the division and the college in order to maintain flexible access to use of space across the college.
- Confer regularly with the A&S Executive Dean and other divisional deans on matters of common concern to the college including ensuring divisional programs and initiatives align with college-wide objectives; consult regularly with other deans, department chairs, faculty, and staff to plan and evaluate academic programs and services; and resolve interdivisional issues.
- Promote excellence in teaching among all instructional faculty/student teaching assistants and instructors through development activities and in collaboration with faculty/student teaching assistants.
- Build and maintain effective relationships throughout A&S and the university as well as with peers at other universities.
- As a member of the provost's leadership team, along with the Executive Dean and other DoDs represent the College of Arts and Sciences to university administration; participate on the Boulder campus Council of Deans, and other campus bodies, committees, or councils; and serve in collaboration with other academic deans and campus officers to define and support the mission of the campus.

## **People Management**

- Foster inclusion, equity, and diversity in the division and across the college in order to continuously improve college climate.
- Exercise direct supervisory authority over the divisional Chairs and Directors. Other supervisory authority is exercised indirectly through direct reports.
- Train, coach, and mentor divisional Chairs and Directors.
- Serve as the lead authority over divisional faculty affairs policy and procedure for full and part-time faculty.
- In collaboration and consultation with the other deans in the college, assess and plan for college-wide staffing needs and structures, including the annual performance process inclusive of recommending pay increases, and evaluation of faculty appointment recommendations to the provost.

## **Budget Management**

- Exercise divisional spending authority.
- Provide effective and efficient management and oversight of all divisional financial resources including the preparation of annual budgets.
- Allocate funds to departments in an equitable and transparent manner, to initiate, support, and promote the academic and programmatic initiatives that are consistent with the strategic direction of the division, college and the university.
- Develop and implement new initiatives to generate additional revenue streams to address budget constraints.

## **Fundraising and Development**

- Under the direction of the Executive Dean of the College of Arts & Sciences, and in coordination with the Vice Chancellor for Advancement, foster development activities by cultivating relationships with alumni, individual donors, foundations, and corporations; promote fundraising initiatives and proposals; work collaboratively with the other deans in the college and the Office of Advancement and its staff.

## **Service**

- Participate as ex-officio member of the divisional council standing committee.
- Under the direction of, and in coordination with the Executive Dean, represent the college externally in the areas of advancement, public relations, and student, faculty, and staff recruitment.
- Under the direction of, and in coordination with the Executive Dean, engage in outreach activities to maintain collegial relationships with alumni and external constituencies.
- Participate in professional service activities to maintain and improve one's professional and scholarly development.

## **Minimum Requirements (education and experience)**

- A doctorate or terminal degree from an accredited institution in one of the fields represented in the division, or related fields.

- 6 years of administrative experience in a research university.
- A demonstrated record of administrative leadership and managerial experience.
- A record of teaching, research, and service that meets the qualifications necessary to be tenured at the rank of professor at a major research university.
- Fiscal and budgetary experience.

### **Competencies/Knowledge, Skills, and Abilities**

- Working knowledge of strategies to improve student success and ability to implement those strategies.
- Demonstrable ability to develop and support a welcoming, respectful, and inclusive environment for faculty, staff and students.
- Demonstrable ability to gain the confidence and trust of others and build partnerships to work collaboratively with others to meet shared objectives.
- Demonstrable skills and ability to inspire teams to pursue innovative and/or non-traditional approaches.
- Proven managerial and administrative skills.
- Demonstrated active dedication to diversity, equity, and inclusion.
- Proven problem-solving and effective change management skills.
- Ability to serve as a passionate champion for the importance of a liberal arts education.
- Outstanding academic and scholarly credentials.
- Demonstrable fundraising skills.
- Capacity for thoughtful, transparent, innovative administrative and intellectual leadership.
- A proven track record of collaboration and consensus building.
- Outstanding skills in verbal, written, and interpersonal communications.
- Demonstrated approach to pursuing innovative solutions.

### **Preferred Qualifications**

- National prominence in one's research and scholarly field.
- Administrative and managerial experience leading academic programs.
- Proven record of advancing complex departments, organizations and/or institutions.
- Demonstrated ability to provide consultative leadership.
- Proven success in fundraising.
- Demonstrated record of public/private partnership development that advanced the academic mission or goals of a unit/college.

### **Application Instructions:**

Candidates should provide a resume or curriculum vitae, cover letter, and a short essay that addresses the following: The College of Arts & Sciences has a deep interest in strong efforts to foster and promote equity, diversity, and inclusion. Please provide a 1-page statement on how your teaching, research, and/or leadership and service demonstrate an active commitment to diversity, equity, and inclusion. Examples might include scholarly work, efforts to improve access and equity for underrepresented individuals or groups or other contributions to diverse communities. You will not be asked to provide the names of references at this time. The search

committee will request 5 references for those identified as finalists for the position. Please apply by February 23rd, 2023, for full consideration. The position will remain open until filled.

Applications, nominations and inquiries of interest may be sent in confidence to the University's executive search firm:

Martin M. Baker, Managing Partner  
Chelsie Whitelock, Principal  
Buffkin/Baker  
[natscidod@buffkinbaker.com](mailto:natscidod@buffkinbaker.com)

**What We Can Offer**

Annual Salary Range \$230,000- \$280,000, plus moving allowance and signing bonus. For the joint faculty appointment, salary and start-up funds to be determined upon acceptance of the position.

The University of Colorado is an Equal Opportunity/Affirmative Action Employer. The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply.