SEARCH PROSPECTUS:
Dean of the School of Liberal Arts and Sciences

NEVADA STATE COLLEGE
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Search</td>
<td>3</td>
</tr>
<tr>
<td>About Nevada State College</td>
<td>4</td>
</tr>
<tr>
<td>About The School of Liberal Arts and Sciences</td>
<td>5</td>
</tr>
<tr>
<td>Position Description and Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Application Process</td>
<td>8</td>
</tr>
</tbody>
</table>
Nevada State College (www.nsc.edu) invites applications, nominations, and inquiries for the position of Dean of the School of Liberal Arts and Sciences to begin June 2020. This is an exciting opportunity for an energetic professional to join a young, growing, and vibrant college as the leader of its largest school, the School of Liberal Arts and Sciences (LAS).

The college seeks a dean who values collaboration, transparency, shared governance, and a commitment to teaching excellence. The successful candidate will bring creative leadership as well as strategic thinking to the engaged and dedicated academic community of the school. The dean will have demonstrated skill in organizational development and strategic enrollment management to guide the school’s ongoing expansion and possess the resilience and agility to shift as leadership needs change with growth and increased complexity.

The dean oversees the college’s portfolio of liberal arts and sciences course offerings and programs designed to provide students with a purposeful and high-quality education. The position fosters a positive and productive work environment that supports students in reaching their academic aspirations and faculty and staff members in developing in their professional careers. To these ends, the next dean will have academic leadership experience, dedication to teaching excellence and student success, experience mentoring and supporting faculty, and the demonstrated ability to engage others in developing and implementing high impact programs that prepare students for successful lives and academic productivity. The position will also contribute to the college’s long-term planning and policy setting.

NSC’s School of Liberal Arts and Sciences is highly interdisciplinary; thus, the new dean must have in-depth knowledge of effective cross-departmental and college-wide collaboration. The applicant will also bring a comprehensive knowledge of the departments included in the School of Liberal Arts and Sciences and a solid understanding of their overall functions.

The next dean must demonstrate cultural competence and have experience with diversifying faculty and contributing positively to a diverse college. The position will exercise astute fiscal management skills and bring a proven track record in relationship-building, experience with fund-raising, and success in grant efforts.
ABOUT NEVADA STATE COLLEGE

Founded in 2002, Nevada State College (NSC) is the first and only public baccalaureate institution in the Nevada System of Higher Education (NSHE). Faculty and staff members enjoy the rare opportunity to shape the college as it continues to grow into a cornerstone of higher education in Southern Nevada. Faculty and staff members enjoy the rare opportunity to shape the college as it continues to expand into a cornerstone of higher education in Southern Nevada.

NSC’s developing 511-acre campus is nestled at the foot of Mt. Scorpion in Henderson, Nevada, offering expansive views of the Las Vegas valley and bright futures for its students. Just 15 miles from the world-famous Las Vegas “Strip,” Henderson was ranked by Forbes magazine as one of the nation’s safest and most livable cities. With a vibrant and dynamic economy, highly diverse population, accessible recreational opportunities such as snow skiing, hiking trails, national parks, fishing, and water sports, Henderson offers a family-friendly community with surrounding world-class entertainment and international cuisine.

NSC’s role in Nevada’s state education system is to help strengthen and diversify the Southern Nevada economy by preparing a mostly underserved student population—where a majority are first-generation, racial/ethnic minorities, parents, and returning students—to become productive members and leaders of the workforce.

As a teaching-oriented institution, NSC’s faculty focus on high-quality instruction, engaging learning experiences, impactful scholarship, and the development of innovative curricula. NSC faculty work in state-of-the-art facilities that feature “smart” classrooms and have class sizes between 20 to 48 students. To meet the unique needs of its student population, NSC offers courses year-round and in all modalities, including in-person and hybrid courses during the day and evening, as well as online courses.

Enrollment at the college is growing, climbing from 176 students in 2002 to over 5,500 students in fall 2019, which merited its recognition by the Chronicle of Higher Education as the second-fastest growing public baccalaureate institution in the United States from 2006 to 2016.

Nevada State College celebrates the storied backgrounds of the members of its vibrant campus community. As of Fall 2019, 36 percent of the college’s students are Hispanic, 13 percent are Asian/Pacific Islander, 8 percent are Black/African American, 25 percent are White, and 14 percent are multiracial. Nevada State College is a Hispanic-serving institution. The college operates with a shared commitment to represent and serve the diverse population of Nevada and to encourage the exchange of ideas that respects and honors the lived experiences of its students, staff, and faculty. The college fosters a culture of inclusive excellence so its members can live authentically, engage fully, and flourish. In order to strengthen the college and progress its mission, the college dedicates itself to intentional and ongoing reflection to meet the evolving needs of NSC, the surrounding communities, and the State of Nevada.
ABOUT THE SCHOOL OF LIBERAL ARTS AND SCIENCES

Graduating 274 students in 2019, NSC’s School of Liberal Arts and Sciences (LAS) includes four departments; Business, Humanities, Social Science, Physical and Life Sciences. With 64 full-time teaching faculty and over 130 adjunct faculty members, LAS offers 22 of the college’s 35 majors and 26 minors, making it the largest of the three schools on campus.

LAS is also at the heart of many successful campus-wide initiatives aimed at fulfilling the mission of the college. For example, LAS faculty and staff have been essential in the implementation of programs such as:

- **Gateways to Completion**, a nationally recognized strategy for improving teaching, learning, and success in courses that historically were difficult for students to pass
- **INBRE**, a hands-on research program that encourages and prepares students to pursue post-baccalaureate degrees and biomedical and health science careers
- **Nepantla**, a program dedicated to empowering first-generation college students through academic skills, access to resources, community building, and professional success
- **The Writing Center**, devoted to working with students through every stage of the writing process to ensure successful and clear communication of ideas and understanding.
POSITION DESCRIPTION AND REQUIREMENTS

Position Summary
Reporting directly to the Provost and Executive Vice President, this position serves as the chief academic officer for the School of Liberal Arts and Sciences, responsible for vision and planning, fiduciary decisions, administration, personnel, academic leadership, curricular offerings, teaching, undergraduate research, professional and organizational development, governance, diversity and inclusion, and outreach for the school. Reporting directly to the position are an associate dean, four department chairs, a director of academic operations, an administrative assistant, and a director of undergraduate research.

Major Responsibilities
Nevada State College is seeking an experienced and innovative leader with a progressive record of academic accomplishments and administrative experience in higher education who will:

- Provide visionary academic leadership that cultivates and builds upon a culture of effective teaching and learning through collaboration, transparency, innovation, and collegiality
- Encourage creative and transformative practices in the School of Liberal Arts and Sciences by supporting faculty efforts to improve their teaching and integrate high-impact practices; encouraging research and scholarship activities; supporting the assessment of student learning and ongoing curricular improvements; and coordinating efforts to offer high-quality courses at times and modalities that are appropriate and accessible to NSC students
- Foster relationships with external stakeholders, in collaboration with the Office of the Provost, Nevada State Foundation, and the Office of Institutional Advancement, to pursue funding opportunities and partnerships related to the mission and goals of the school
SEARCH PROSPECTUS: Dean of the School of Liberal Arts and Sciences

- Supervise the development, implementation, and periodic review of undergraduate programs and, eventually, graduate programs
- Engage the school in the college community as a team member and build positive morale within the school
- Support and contribute to college-wide efforts to improve the diverse and inclusive learning and working environment of the college and guide LAS efforts to diversify its faculty
- Oversee and inspire a leadership team and conduct annual reviews
- Oversee the hiring of all LAS full-time faculty, review and approve annual faculty evaluations, and complete third-year reviews and promotion and tenure evaluations for tenure-track faculty
- Coordinate budget requests and guide stakeholders in the creation of an annual budget
- Represent LAS on the college-wide Deans Council and chair or serve on committees as delegated by the Provost or President

Minimum Qualifications
- A Ph.D. in one of the current LAS programs or closely related Arts, Humanities, or Science fields
- At least three years of leadership experience at the level of associate dean or higher
- Demonstrated commitment to diversity, inclusion, transparency, and shared governance
- Demonstrated commitment to a teaching-focused and student-centered environment
- Demonstrated effective communication and problem-solving skills
- A record of distinguished teaching and service with sufficient evidence of scholarly achievements, such as articles in peer-reviewed journals, book publications, or academic presentations, to achieve the rank of professor (Click here to find the requirements for rank.)
- Experience managing academic budgets
- Evidence of an ability to manage conflict and foster a positive and collegial work environment
- Experience with organizational and professional development

Preferred Qualifications
- Academic leadership experience at a teaching-focused institution
- Experience with managing growth and leading organizational change
- Demonstrated understanding and experience with high-impact teaching and learning practices, including assessment of student learning and evidence-based decision-making in student support and retention
- Experience working with faculty in humanities, social sciences, business, and natural/physical sciences, or other fields within the liberal arts and sciences
- Previously tenured
- Experience with diversifying the faculty

Appointment and Salary
- This position is a full-time, 12-month appointment and reports directly to the Provost and Executive Vice President of the college.
- Compensation is commensurate with experience and qualifications.
- Excellent benefits, including 15.25 percent retirement match, 11 paid holidays, beginning balance of 30 sick leave days, family educational benefits (applicable at all Nevada public colleges or universities), and health insurance plan that can be supplemented with flexible spending account or health savings account.
APPLICATION PROCESS

The search is being assisted by Academic Search, Inc. Confidential discussions or inquiries with consultant Jean Floten (jean.floten@academicsearch.org) are encouraged and may be arranged by contacting Marcie Pecora (marcie.pecora@academicsearch.org).

Applications must be sent electronically in Word or PDF format to NSCDeanArtSc@academicsearch.org. They should include a cover letter that (1) addresses the position qualifications, (2) a curriculum vitae, and (3) a list of at least five professional references with contact information including telephone and email. References will not be contacted without the explicit permission of the candidate.

Candidates are encouraged to highlight their experience fostering an inclusive campus culture and supporting the success of students who are historically underrepresented in higher education. This might include contributions in such areas as teaching, mentoring, advising, research, and institutional service.

Initial screening of applications will begin immediately and continue until an appointment is made. To be given full consideration for this position, applications should be submitted before January 7, 2020. All nominations, applications, and inquiries will be held in complete confidence until finalists are identified for on-campus interviews. Finalists must be willing to undergo a background check.

For additional information about Nevada State College, please click here. To learn more about Nevada State College’s School of Liberal Arts and Sciences, click here.

Nevada State College is committed to providing a place of work and learning free of discrimination on the basis of race, color, national origin, disability (whether actual or perceived), religion, age, sex/gender (including pregnancy-related conditions), sexual orientation, gender identity or expression, genetic information, or veteran status in the programs or activities which it operates. Where discrimination is found to have occurred, NSC will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

The following individual has been designated to handle inquiries regarding non-discrimination at NSC and is responsible for coordinating compliance efforts concerning, Executive Order 11246, Title VI and Title VIII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Title II of the American with Disabilities Act, and The Age Discrimination Act of 1990: Eric Gilliland, Director of Human Resources, 1300 Nevada State Drive, Henderson, NV 89002 RSE 312, phone: 702.992.2322, email: eric.gilliland@nsc.edu
ABOUT ACADEMIC SEARCH

Academic Search, Inc. is assisting Nevada State College in this work. For more than four decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit http://www.academicsearch.org/.

Committed to identifying and DEVELOPING LEADERSHIP by providing the highest level of search to our clients and assisting in ENRICHING THE PIPELINE of potential leaders in higher education.