

# ASSOCIATE DEAN FOR ACADEMIC PROGRAMS

## COLLEGE OF AGRICULTURE, FOOD SYSTEMS, AND NATURAL RESOURCES

### NORTH DAKOTA STATE UNIVERSITY

**North Dakota State University invites applications and nominations for the 12-month position of Associate Dean for Academic Programs in the College of Agriculture, Food Systems, and Natural Resources.**

This position fills a critical role in the academic functions of the college and supports the Dean in building an academic culture of quality, innovation, access, relevance, respect, and trust. The Associate Dean promotes and expedites the building of curriculum; assists faculty and students in achieving their initiatives; leads recruitment and retention activities; tracks administrative issues; provides administrative approvals for academic matters; responds to and helps reconcile academic problems; and helps manage resources, processes and procedures.

#### **THE COLLEGE**

The NDSU College of Agriculture, Food Systems, and Natural Resources has a rich tradition of excellence in teaching, research and Extension. Agriculture is the foundation upon which NDSU was established in the late 1800s. Today, the college builds on that tradition with teaching, research and outreach that serves the interests of students and the needs of employers, fuels an economic engine critical to the United States, and improves the lives of people throughout the region and the world.

Comprised of eight departments/schools and 140 faculty, the college has experienced record enrollment the past four years. Scholarship endowments also have increased significantly over the last decade, giving students access to one of the largest scholarship programs on campus. Students have great opportunities to learn from and work with world-class scientists in state-of-the-art facilities, including a new Greenhouse Complex, a new Beef Cattle Research Complex and a planned Commodity Trading Room. The college has a solid reputation as a top provider of students with the education and training that many large, multinational companies are seeking.

#### **THE UNIVERSITY**

North Dakota State University is a student-focused, land-grant, research institution that is often described as a national leader and a model for others in higher education. NDSU is located on the state's eastern border in Fargo, North Dakota's largest city. The Carnegie Commission on Higher Education has named NDSU to the elite "Research University/Very High Research" category, which represents the 108 most successful private and public universities in the United States. With more than 14,400 students in its undergraduate and graduate programs, NDSU encompasses a broad spectrum of curricula, scholarly activity and service, and participates in NCAA Division I athletics. NDSU has 46 doctoral programs, 66 master's degree programs, one education specialist degree, nine certificate programs and more than 100 baccalaureate majors. According to the Office of Institutional Research and Analysis, in fall 2010, NDSU employed 720 ranked faculty and lecturers, program administrators and coaches; about 275 Extension educators and Experiment Station researchers, and more than 825 graduate assistants and fellows. In total, the university has more than 6,100 full-time and part-time employees across the state. The North Dakota Agricultural Experiment Station and NDSU Extension Service are integral parts of the university. To learn more, visit <http://www.ndsu.edu/ndsu/about/>.

#### **THE COMMUNITY**

The home of NDSU, Fargo is a bustling metropolitan area that is often listed as one of the best places to live in the country. Fargo-Moorhead is the largest community between Minneapolis and Seattle. About 200,000 people make their home in Cass and Clay counties, which are located in the rich farmlands of the Red River Valley. Often cited as a leader in economic development and job creation, the area is noted for its entertainment options, wealth of activities, excellent schools and parks, and outstanding shopping. Safe and clean, the community is receiving national acclaim. In a ranked listing for Businessweek.com, Bloomberg Rankings said Cass County is the "best affordable" place in the country. To learn more about the Fargo-Moorhead area, visit <http://www.fmchamber.com/community.php>.

#### **THE STATE**

North Dakota currently enjoys one of the best economies in the nation. That economy is built on historically strong and increasing agricultural productivity that leads the nation in 12 commodities, and is bolstered by an energy industry that has recently become the third most productive in the nation, with an anticipated viability extending several decades into the future. North Dakota's economic strength is providing a springboard for steadily increasing opportunities to apply the University's research and discoveries. As a result, North Dakota is experiencing unprecedented economic diversification. To learn more, visit <http://www.commerce.nd.gov/>.

## RESPONSIBILITIES

- Provide leadership to faculty in preparing course and program applications for approval by Academic Affairs
- Collaborate with the college Curriculum Committee, Academic Affairs, and the Graduate Council to enact academic change revisions
- Work with the Honor Commission to clarify policies and to help the Commission process cases, maintain Honor Commission records, and assist students with appeals
- Collaborate with other North Dakota agriculture programs to ensure course similarity and smooth student transfer
- Manage the college scholarship program
- Provide leadership for recruitment and retention efforts; coordinate efforts with departments and programs
- Serve as co-advisor to the Agricultural Ambassadors
- Perform administrative duties as assigned
- Serve on relevant and appropriate university-wide committees
- Attend appropriate events or activities for students, recruitment and advising, as well as national meetings focused on academic development
- Work in a collegial manner with faculty, staff, and students throughout the university

## MINIMUM QUALIFICATIONS

- Earned doctorate in an agricultural-related program
- Credentials for the rank of professor with tenure in a department or school within the college
- Evidence of successful and effective teaching at the university level
- Strong oral and written communications skills
- Proven desire to work with students
- Strong organizational and management skills
- Ability to work in a team environment
- Demonstrated commitment to equity and diversity
- Ability to interact effectively with faculty, staff and students

## PREFERRED QUALIFICATIONS

- Experience in developing/evaluating curricula across a range of disciplines
- Involvement in student recruitment and retention efforts
- Ability to develop programs resulting in effective university teaching
- Experience at a Land Grant University

## SALARY AND BENEFITS

North Dakota State University has an excellent benefits package that includes family health insurance, TIAA-CREF and opportunities to obtain life, dental and vision insurance. The salary will be commensurate with the qualifications and experience of the person hired.

## APPLICATION PROCEDURE

Screening will start on February 3, 2012. The position will remain open until filled. The search will be conducted in compliance with North Dakota Open Record Laws. Applications are accepted online only at <https://jobs.ndsu.edu>. Create an account, search for opening #1100354, and create and submit your application when prompted. Application materials must include a cover letter outlining interest in, and qualifications for, this position, curriculum vitae, names and contact information (telephone numbers and postal and e-mail addresses) of three professional references and statement of administrative and academic philosophy. Requests for information and/or written nominations may be sent to Dr. Jack Rasmussen, Search Committee Chair, 701.231.7058, [jack.rasmussen@ndsu.edu](mailto:jack.rasmussen@ndsu.edu).

NDSU is an equal opportunity and affirmative action employer.  
This position is exempt from North Dakota Veterans' Preference requirements.