

## Dean

DEPARTMENT: School of Mines and Engineering

Employment Detail: Permanent, Full-Time, Fiscal Year

Applications received by March 20, 2017 will be guaranteed full review and consideration.

Applications received after that date may be considered until an adequate applicant pool has been established.

We expect to bring in candidates for on-campus interviews in the April 10-28-time period.

**POSITION START DATE:** July 1, 2017 or negotiated, but no later than August 15, 2017

### DUTIES:

#### Administrative Responsibilities

Responsible for all aspects of School of Mines and Engineering. Montana Tech offers EAC/ABET accredited degrees in engineering with programs in Occupational Safety and Health, Petroleum, Geophysical, Geological, Environmental, Electrical, Metallurgical, Mining, and newly approved Mechanical and Civil programs that were previously under General Engineering. Montana Tech also offers Master of Science degrees in multiple engineering areas and a PhD in Materials Science.

The Dean is an administrative leader and serves as a key member of the university leadership team. The Dean serves at the pleasure of the Chancellor and reports to the Vice Chancellor for Academic Affairs and Provost. Montana Tech has nationally recognized engineering programs and a strong international reputation in providing graduates in support of natural resource extraction and use including graduates who are environmentally responsible and safe. The Dean is expected to uphold, expand, and improve the already excellent programs at Montana Tech.

#### General Academic and Development Responsibilities

- The Dean is responsible for the School's strategic planning, program evaluation and development, corporate outreach, alumni engagement, fundraising, enrollment, retention, student persistence and completion, market planning, multidisciplinary initiatives in education and research, and the management of the college's administrative, budgeting, and financial affairs.
- Establishing priorities and articulating priorities to the Provost and Chancellor who can jointly articulate these to the Commissioner of Higher Education and Board of Regents.
- Working with faculty, advisory boards, government and industrial leaders to continue and/or develop programs that are responsive to current business and societal needs.
- Provide leadership in recruiting and retaining outstanding faculty and staff, developing excellent educational programs, and in recommending and mentoring department heads.
- Develop staffing plans and faculty workloads and supervise planning of space requirements for programs and classroom/lab use. Ensure compliance of CBA for the member faculty.
- Approve program and course curricular changes and prepare proposals for new programs or program revisions for university and/or Board of Regents approval.
- Enhance collaboration across campus disciplines both at the graduate and undergraduate level.
- Achieve enrollment growth in undergraduate and graduate programs. Facilitate the successful implementation of graduate online/distance education.
- Ensure compliance with accreditation standards and oversee accreditation reviews and is responsible for development, compilation and organization of all materials necessary for institution accreditation.
- Participate in tenure/promotion review and evaluation process and make recommendations.
- Work collaboratively and in concert with the Montana Tech Foundation to procure donations of equipment, materials and other resources.
- Promote the School to external constituencies through alumni, industry and community relations. Be an involved community leader who is committed to building collaborative relationships with other Montana educational institutions. Act as the public spokesperson and/or as the representative for appropriate ceremonies and academic occasions.
- Implement other duties as assigned by the Chancellor and/or the Provost

Professional Qualities

- The Dean must have extensive experience in higher education, especially in academic leadership to direct and oversee the School’s engineering programs and projects. The candidate must have qualifications commensurate with appointment as a tenured professor in an SME program.
- Ability to appropriately address faculty/student concerns relating to classroom procedures, instructional methodology, grading, disciplinary actions, and grievance procedures.
- Willingness to mentor and hold faculty accountable to rigorous academic standards including standards of high quality instruction, research, and service.
- A leader who is comfortable with delegating authority while maintaining accountability for results.
- A person who is able to identify program/college needs and secure internal/external resources to support program initiatives.
- Experience in setting goals and then in developing plans to achieve the identified goals, followed by periodically assessing progress toward meeting those goals.
- Experience in conducting faculty/staff evaluations and guiding professional development of same.
- Possessing the personal skills to inspire the faculty, the Dean will ensure high standards in the school’s programs, be creative in addressing the needs of a changing globally-oriented engineering and technology community, and exercise innovative and entrepreneurial leadership building upon the Montana Tech’s legacy of ingenuity.

**REQUIRED QUALIFICATIONS:**

- PhD in an engineering field from a regionally accredited university.
- Five years of progressively responsible administrative/budget experience in a regionally accredited university.

**REQUIRED SKILLS:**

- Proven academic record of having done high quality instruction, funded research, graduate student mentoring, and quality publications in a faculty setting.

**PREFERRED QUALIFICATIONS:**

- A proven record of leadership in obtaining private support, federal funding and grant support for programs and services in public post-secondary educational settings.
- Experience as a Department Head or Dean or higher in a regionally accredited institution.
- Current professional engineering license or ability to obtain within one year.

To apply, please submit the following items:

1)Letter of application, 2) Resume’, 3)Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: [HumanResources@mtech.edu](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University’s mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant’s ability to compete in the hiring process or an employee’s ability to perform the duties of the job. In compliance with the Montana Veteran’s Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran’s preference please complete the employment (veteran’s) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; [cisakson@mtech.edu](mailto:cisakson@mtech.edu)

Any offer of employment is contingent upon a satisfactory criminal background check.