The College of Southern Nevada seeks applications for the position of the Dean of the School of Arts & Letters. The Dean of Arts & Letters reports to the Vice President of Academic Affairs and provides leadership for faculty, directors, department chairs, program leaders, students, and staff within the School. The Dean will oversee the teaching, assessment, and all operational activities of all departments within the School of Arts & Letters. Additionally, the Dean serves as a campus-based member of the North Las Vegas Campus Provost’s leadership team, assisting with site-based operational needs that involve students, faculty, staff, and the community. The Dean provides budget planning and supervision and actively participates in the hiring, development, evaluation, and promotion of faculty and staff within the School of Arts & Letters. This academic leader will be responsible and accountable in building budgets for programs and departments within the School, and aligning budgets to planning and results. This position ensures that each department program offers a completable schedule of classes each semester, coordinates facility usage with the Campus Provosts, and, in collaboration with the other School Deans and Campus Provosts, oversees and guides enrollment management across the School, college instructional sites, and delivery modalities.

The Dean advises the Vice President of Academic Affairs and the Campus Provosts concerning items affecting the division in concert with the college and community (i.e. capital improvements, operating budgets, etc.) to facilitate smooth operations of the division. The Dean represents CSN in the local, state, and national K-12 and higher education community, collaborates with other academic leaders across the Nevada System of Higher Education colleges and universities, promotes a students-first culture, and seeks to maintain and continuously improve the academic standards of all programs in the School. The Dean is responsible for advancing the College’s mission, implementing College policies, and assuring compliance with all applicable accreditation requirements, education codes, and state/federal laws.
ABOUT CSN

The College of Southern Nevada is a comprehensive, multi-campus community college and the largest and most ethnically diverse institution of higher education in the state of Nevada. The college is designated as a Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI) by the U.S. Department of Education. CSN is one of four community colleges within the Nevada System of Higher Education, which also includes two universities, a state college and a research institute.

Founded in 1971, CSN is the largest college in the state, operating in over 50 locations including three main campuses and eight learning centers in Clark County, covering over 8,000 square miles. CSN educates more than 50,000 unique students annually in credit, non-credit and workforce development programs. Three of every four students attend part time, 57 percent are female, and nearly two-thirds are students of color. Accredited by the Northwest Commission on Colleges and Universities, CSN offers educational opportunities in more than 70 academic programs featuring more than 180 degrees and certificates (26 degrees and certificates available entirely online), including nine bachelor’s degrees.

CHARLESTON CAMPUS

The College’s Charleston Campus is located in the city of Las Vegas. The campus is situated on a 76-acre parcel and has 743,000 square feet of academic, student service, and support space. The Charleston campus is home to the Ralph & Betty Engelstad School of Health Sciences, which houses cardio-respiratory sciences, nursing, surgical technology and sonography. Dental assisting and hygiene programs, along with a state-of-the-art veterinary nursing program, are located on this campus alongside general education classrooms and science labs. Executive administration, the CSN Foundation and Human Resources are located on this campus, as well. In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services.

The campus location is home to unique partnerships with Clark County Library District, KNPR, southern Nevada’s public radio station, and City of Las Vegas Fire Station 6 that also serves as a learning laboratory. Located adjacent to Bonanza High School, the Charleston Campus houses CSN High School West, a collaboration with the Clark County School District that ranks among the highest achieving schools in the nation.

NORTH LAS VEGAS CAMPUS

The College’s North Las Vegas Campus is located on a 71-acre parcel. The campus has 612,000 square feet of academic, student service, and support space. Unique features of the campus include the only planetarium in Southern Nevada, the Nicholas J. Horn Performing Arts Center, Fine Arts Gallery and the CSN recreation center, home to the women’s volleyball team and the newly formed men’s and women’s basketball teams. In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services.

This was CSN’s first campus location in the Las Vegas Valley, established in 1971. Featured academic programs at this campus include automotive technology, hospitality and gaming, early childhood education, information technology and music alongside general education classrooms and science labs. Our student-run restaurant, Russell’s, as well as financial services and print services are located on this campus. The North Las Vegas Campus houses CSN High School East, a collaboration with the Clark County School District that ranks among the highest achieving schools in the nation.

HENDERSON CAMPUS

The College’s Henderson Campus is located on 72 acres and includes 218,554 square feet of building space. This campus features a variety of general education courses and specialized classes in fields such as air conditioning, aviation, welding and police training. It is also home to the Southern Desert Regional Police Academy, and the Morse Stadium and Lied Sports Complex, used by CSN’s national championship baseball and softball teams. Solar panel arrays on many of the buildings at this campus showcase CSN’s commitment to green initiatives.

In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services. Construction has begun on a new 73,000-square-foot health and science building that will be operated in partnership with Nevada State College. Classes will begin in this new facility in fall 2021.
Clark County Community College opened its doors to 402 southern Nevada students in August 1971 and enrollment grew rapidly. By the early 1990s more than 20,000 students studied at what was then called the Community College of Southern Nevada. In 2007, the name was changed to the College of Southern Nevada to reflect the addition of nine bachelor’s degrees. Today, CSN serves more than 35,000 students across the Las Vegas Valley each semester. Each of CSN’s campuses in Las Vegas, North Las Vegas and Henderson cover more than 70 acres, with other sites and centers throughout southern Nevada. CSN specializes in two-year degrees, nine bachelor’s degrees and workforce development that lead directly to high-demand careers or transfer to a university. The College has become an economic force within the region, with an estimated $1.1 billion annual impact.

CSN provides a grounded education based on real-world applications for real life. An academic curriculum, diverse programs and hands-on teaching delivery allow students to learn and apply practical solutions for their educational success and personal growth. The College provides excellence in teaching with an innovative, student-centered education through active learning and appropriate technology. The faculty steps outside traditional approaches, consistently demonstrating an adventurous and entrepreneurial spirit while the facilities reflect the College’s commitment to the latest in technology. CSN provides access for all to higher education, regardless of age, race, ethnicity or economic barriers. The College community is a welcoming one for a wide range of students, faculty and staff.
ABOUT CSN

The College of Southern Nevada empowers our students and communities to achieve, succeed, and prosper. Situated in the greater Las Vegas metropolitan area, CSN’s mission ensures the College serves the diverse educational needs of the communities and businesses within the southern Nevada service area.

An Institutional Advisory Council helps link the College to the community it serves and to anticipate regional educational trends. The council, comprised of community and business leaders, provides input on College operations to the College President and state higher education officials.

The College’s Division of Workforce and Economic Development helps meet the training needs of southern Nevada’s workforce and employers.

The Division is an entrepreneurial and self-supporting arm of CSN that works with the region’s business and key industry sectors in the assessment, design and implementation of customized curricula and training programs. It also provides services to students, employers, employees and adult learners seeking education opportunities, new skills and career advancement.

CSN is a growing and influential network that enables students, faculty, staff, alumni and friends to advance personally, professionally and intellectually. Its vibrant network of people and programs creates lifelong benefits for all students. As the communities of southern Nevada continue to grow in both population and diversity, CSN’s commitment is to remain highly accessible to serve the diverse needs of an increasing population.

www.csn.edu
The selected candidate will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life in a locale with abundant opportunities for work and play. Las Vegas has drawn millions of visitors and trillions of dollars in wealth to southern Nevada, and the economy is on the rise, named the No. 11! “Best City to Start a Business” by Forbes in 2014. Las Vegas is an excellent base camp for outdoor recreation. Popular nearby hiking and rock-climbing spots include Lake Mead National Recreation Area, Red Rock Canyon, the National Conservation Area, Spring Mountain Ranch State Park, and Valley of Fire State Park. Residents enjoy pleasant suburban communities, including the cities of North Las Vegas and Henderson, world-class restaurants and beautiful parks. Las Vegas features an ultra-reasonable cost of living, with affordable prices on everything from housing to utilities to groceries compared to most major cities across the nation. Thanks to its mild winters and ample sunshine, Las Vegas appeals to a variety of age groups, from retirees to millennials. There are plenty of kid-friendly activities available to keep families busy including Springs Preserve, which offers family-friendly events, in addition to its museum exhibits, botanical gardens, and unique, desert-themed playgrounds. It’s all here for the higher education professional prepared to step up to this key leadership role.
The Dean of Arts and Letters will oversee four department chairs and more than 200 full-time and part-time faculty and staff. The School of Arts and Letters offers 13 programs of study, including several stackable credentials of value: skills certificates, certificates of achievement, associate’s degrees, and one bachelor’s degree. More than 5,000 students have identified programs in Arts and Letters as their major area of study, and more than 18,000 students enrolled in Arts and Letters coursework in Fall 2019 – an indicator of the contributions that this School provides in the area of general education. The North Las Vegas Campus is the primary home for music, dance, and theater programs and the 500-seat Horn Theater, which hosts internal and external productions and events. English, communication, and art programming is offered across our numerous campuses and centers. Additionally, the School of Arts and Letters boasts numerous gallery spaces across our three campuses, which feature student and faculty work as well as rotating exhibitions of artists from all over the world.

OPPORTUNITIES

• In partnership with local industry leaders, rebuild the music, dance, and theater programs as Southern Nevada emerges from the pandemic, focusing on internships, grants, faculty recruitment, and job placement.
• In collaboration with the International Center and other NSHE institutions, revitalize the ESL and World Languages to grow enrollment and to create seamless transfer pathways.
• Foster a culture of accountability within the Arts and Letters disciplines and provide collegewide leadership and support for program planning and development, assessment, and budgeting.
• Support the ongoing transition from a centralized organization to a multi-campus district model, creating a consistent student experience at each campus; primary campus responsibility is the North Las Vegas Campus, ensuring a completable schedule of classes and a full array of academic and nonacademic support services.
• Along with the Campus VP/provost and other college stakeholders, increase the high school-to-college pipeline in the Arts and Letters programs via dual and concurrent enrollment, summer camp experiences, and other recruitment strategies.
Required Qualifications

- Master’s Degree in a related field or consistent with the duties and responsibilities of the position, such as Higher Education Leadership, Educational Leadership, Business Administration, Public Administration or Policy.
- Minimum six years of full-time experience to include teaching experience at the post-secondary education level in an Arts & Letters discipline currently offered at CSN within the school and progressively responsible full-time administrative or supervisory experience including hiring, developing, and evaluating faculty and staff.

Preferred Qualifications

- A terminal degree from an accredited college and/or university in a related field.
- A master’s degree in a discipline currently offered at CSN within the School of Arts & Letters from an accredited college and/or university.
- Experience working in a multi-site community college.
- Experience with the development, evaluation and expansion of programs and degrees that meet workforce and industry needs and/or lead to seamless transfer.
- Experience with the development, evaluation and expansion of distance education and/or alternative modes of instructional delivery.
- Experience with grant writing and management of grant funds.
- Experience promoting collaboration, diversity, multiculturalism, internationalism and academic accountability in a community college environment in support of the college’s mission, goals and strategies.
- Experience in student learning outcomes assessment and data-informed program review and assessment, including budget management.
- Experience successfully collaborating with stakeholders in creating a positive work and learning environment in support of the college’s mission, goals and strategies.
- Experience with accreditation processes and requirements in the post-secondary environment.
- Experience working in a collective bargaining environment.
Knowledge, Skills and Abilities
The successful candidate will have demonstrated experience with curriculum development and revision, promoting a stackable credential model and ensuring alignment with current workforce needs; specialized programmatic accreditation and licensure requirements; assessment of student learning outcomes; and assessment methods that lead to data-driven decision-making for academic programs. The Dean will have experience with dual-credit career and technical programming, creating academic pathways from high school to college and/or the workforce. The Dean’s role requires high emotional intelligence, consistent and ethical decision making, good judgement, and strong interpersonal communication skills to engage effectively with internal and external stakeholders and to promote the mission and goals of the School of Arts & Letters.

Salary
Salary will be competitive and based on finalist’s education and experience.

Benefits
CSN provides a robust and generous benefits package. Please visit our Human Resources Page for more information.

https://www.csn.edu/human-resources
## KEY STATISTICS

### INSTITUTIONAL STATISTICS

<table>
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<tr>
<th>Category</th>
<th>Value</th>
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<tbody>
<tr>
<td>State Operating Budget (FY19)</td>
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<tr>
<td>Student Enrollment (Fall 2018)</td>
<td>FTE: 19,155.7</td>
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<tr>
<td></td>
<td>Headcount: 35,103</td>
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<tr>
<td>Non-Credit Enrollment (Fall 2018)</td>
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<td>Full-time Teaching Faculty (FY18)</td>
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<td></td>
<td>Classified: 377</td>
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<tr>
<td>Number of Part-Time Faculty (Fall 2018)</td>
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<tr>
<td>Full-Time Employee Diversity Statistics (FY18)</td>
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<tr>
<td></td>
<td>Male: 43.8%</td>
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<tr>
<td></td>
<td>White: 59.6%</td>
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<tr>
<td></td>
<td>Female: 56.2%</td>
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<tr>
<td></td>
<td>Non-White: 40.4%</td>
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### COLLEGE STATISTICS (FALL 2018)

<table>
<thead>
<tr>
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<th>Value</th>
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<tbody>
<tr>
<td>Student Enrollment</td>
<td>FTE: 19,155.5</td>
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<tr>
<td></td>
<td>Headcount: 35,103</td>
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<tr>
<td>Student Gender</td>
<td>Male: 43%</td>
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<td></td>
<td>Female: 57%</td>
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<tr>
<td>Student Ethnicity</td>
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<tr>
<td></td>
<td>White: 30%</td>
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<tr>
<td></td>
<td>African American 11%</td>
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<tr>
<td></td>
<td>Asian: 11%</td>
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<tr>
<td></td>
<td>Pacific Islander: 2%</td>
</tr>
<tr>
<td></td>
<td>Other/Unknown: 14%</td>
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</tbody>
</table>
The College of Southern Nevada has retained the executive search services of Gold Hill Associates to assist in the recruitment and evaluation of potential candidates for the position of Dean of Arts & Letters. The position description can be found at www.csn.edu/jobs-csn. Submission of application materials will be accepted only by email to: dennis@goldhillassociates.com.

TO ENSURE FULL CONSIDERATION, CANDIDATES SHOULD SUBMIT THE FOLLOWING MATERIALS TO THE SEARCH FIRM NO LATER THAN DECEMBER 4, 2020:

1. A cover letter addressing the candidate’s qualifications, experience, commitment to inclusion and diversity, and leadership philosophy
2. A current resume or CV
3. Copies of unofficial transcripts required only for those selected as finalists (official transcripts required of the finalist to whom the position is offered)
4. Contact information for three (3) professional references (required only for those selected as finalists)

TRAVEL REIMBURSEMENT

Travel reimbursement for allowable costs are provided for semi-finalists for an approved maximum amount. Travel costs are not reimbursed if the selected finalist declines the offer of employment.

FOR FURTHER INFORMATION:

Dennis Michaelis, Ph.D.
Search Consultant,
Gold Hill Associates
dennis@goldhillassociates.com
254-297-9896

COLLEGE OF SOUTHERN NEVADA

The College of Southern Nevada 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 by others), religion, age, sex/gender (including pregnancy related conditions), sexual orientation, gender identity or expression, genetic information, veteran status (military status or military obligations) in the programs or activities which it operates.

GOLD HILL ASSOCIATES

Gold Hill Associates is dedicated solely to community college executive searches. Operating since 1990, Gold Hill Associates has assisted over 100 community colleges in searches for new presidents and executives. We are the most comprehensive independently owned community college executive search firm in the country. We work in colleges throughout the country, from small rural institutions to sizeable urban multi-college districts. Our search procedures are effective and rely on input from all college constituencies. At all times, we respect the need for confidentiality and ensure all applicants that their application materials will be honored as such.