Dear NAME,

Augsburg University, a private liberal-arts school, is seeking applications for the position of Dean of Arts and Sciences.

NOTE: Add a sentence or two about how you know the person you are sending the email to - for example: I found your contact information on <list website> and thought that, given your background and work history that you, or someone you know, might be interested in this opening.

The Dean will join Augsburg at an exciting moment in our institutional history:  we are asking new questions about academic structure in light of our recent transition to university status; in the Spring 2018 semester, we will hold our first classes in a new signature academic building--the Hagfors Center for Science, Business, and Religion; and we are currently engaged in a redesign of the general education core curriculum. Among the University's distinctive strengths is an intentionally diverse mix of students:  53% of the 2017 incoming class were students of color, 5% self-identified as Muslim, more than 11% as LGBTQIA, and 51% were Pell eligible. Augsburg is also recognized for being military-friendly, has earned recognition for interfaith work, supports a nationally-recognized program for students in recovery (StepUP), and offers robust support for students with disabilities. We have a rich history of leadership in experiential learning and civic engagement. We seek to develop strong intercultural skills in our students as well as in ourselves.

The Dean will play a key role in articulating an inspiring and compelling vision for the liberal arts at Augsburg University, in alignment with Augsburg's mission, identity, and strategic plan. As an academic leader, the Dean will ensure that resources are allocated to the highest priorities in the arts & sciences division and help grow the leadership of faculty in a culture deeply committed to engaged collaboration and shared governance. Working collaboratively with the Provost, faculty, and staff, the Dean will work to develop, grow, and enhance signature programs in the liberal arts that cultivate critical and creative intelligence, capacities for collaborative problem-solving, integrative and interdisciplinary learning, and agency that prepares students not just to adapt to a changing world but to be positioned to change that world. Moreover, the Dean will model and support the University's commitment to intentional diversity and equity in hiring and reviewing faculty, and in encouraging the professional development of faculty at all stages of their career. The Dean will report directly to the Provost and serve on the Academic Affairs Leadership Team. A full description of on the position and more information about Augsburg University can be found at: <https://augsburg.interviewexchange.com/jobofferdetails.jsp?JOBID=92205&CNTRNO=0&TSTMP=1512403644322>

Applications received by February 1, 2018 will be given full consideration. Please feel free to share this information with your peers, colleagues, and network if you know of others who might be interested in this position.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Name

Title