

Associate Vice Chancellor for Academic Affairs and Dean of Graduate Studies

The University of Wisconsin-Eau Claire invites applications and nominations for the position of **Associate Vice Chancellor for Academic Affairs and Dean of Graduate Studies**. The Associate Vice Chancellor for Academic Affairs and Dean of Graduate Studies reports to and works in consultation with the Provost and Vice Chancellor and serves as a member of the Academic Affairs Deans Council. The Associate Vice Chancellor promotes and facilitates highest-quality academic programs by fostering a positive and productive work environment, a spirit of collaborative leadership, and a diverse learning environment.

RESPONSIBILITIES / POSITION DESCRIPTION:

Associate Vice Chancellor for Academic Affairs (Vice Provost):

The Associate Vice Chancellor for Academic Affairs provides effective operational direction and coordination for the following major functions:

Personnel & Professional Development

- Assists the Provost and Vice Chancellor in personnel matters including:
 - reviews recommendations regarding appointment, reappointment, tenure, promotion, and workload adjustments/overloads for faculty and recommendations regarding appointment, reappointment, promotions, indefinite status, faculty status, and overloads for instructional academic staff.
 - participates in recruitment and orientation of new faculty and instructional academic staff.
 - reviews all faculty and instructional academic staff contracts before issuance by the Provost.
 - assists departments and colleges in the development and review of faculty evaluation plans.
 - supports department chairs, deans, and university committees on all matters concerning the handling of faculty and instructional academic staff personnel issues including complaints and grievances, tenure and reappointment appeals, and serves on the Faculty Personnel Committee.
 - serves as a liaison to UW System Legal Counsel for Academic Affairs.
- Works with college deans and department chairs on administration of the unclassified pay plan.

Program, Unit, and Initiative Oversight

- Oversees and advocates for selected programs and units including:
 - CETL.

- Continuing Education.
- Human Development Center.
- Learning and Technology Services.
- McIntyre Library.
- Coordinates and/or serves as liaison for select initiatives including:
 - The administration of classroom and laboratory modernization funds.
 - Campus information systems.

Academic Program Development

- Serves as the Program Review Coordinator for academic departmental/program reviews. Prepares reports of Provost's department review meetings and assists the Provost with follow-up activities.
- Facilitates the development of new graduate academic programs, certificates, and centers, and promotes interdisciplinary collaboration and curricular innovations at the graduate level. Serves as the UW System liaison for new graduate academic program initiatives.
- Participates in the campus processes for accreditation by the Higher Learning Commission of the North Central Association.
- Supports the Vice Chancellor for Academic Affairs in implementing the goals of the University strategic plan, especially in regard to its priorities for transformed learning, continuous improvement and operational efficiency.

Internal and External Communication and Representation

- Represents the University on the UW System Federal Relations Council.
- Serves on University and System committees and assists, or acts in the place of, the Provost and Vice Chancellor, or the Chancellor, as requested.

Dean of Graduate Studies:

The Dean of Graduate Studies provides leadership for academic units in the development and implementation of dynamic graduate programs of exceptional quality that grow clearly from faculty strengths; that build upon the undergraduate mission in select programs; and that meet regional needs.

The Dean of Graduate Studies provides effective operational direction and coordination for the following major functions:

- Collaborates with college deans and graduate program directors to ensure curricula of superior academic quality and to strengthen recruitment of diverse students who are well-qualified, intellectually curious and committed to graduate study and research.
- Advocates for Graduate Studies inside and outside the University.
- Chairs the Graduate Council.
- Coordinates and administers, in consultation with the Graduate Council, all graduate programs of the University including:

- Assessment of effectiveness and quality of current and proposed graduate programs.
 - Preparation of the graduate catalogue and other publications.
 - Maintenance of student records.
- Collaborates with the Office of Admissions and academic departments in the recruitment and admission of graduate students.
- Administers the Graduate Studies budget and the awarding of all graduate assistantships and fellowships.
- Organizes and presides over the graduate faculty.
- Consults with deans, the Provost, and the Chancellor regarding graduate academic issues.
- Represents the University in designated University, System, regional, state, and national councils that are linked to graduate education.