

**ASSOCIATE PROVOST FOR ACADEMIC AFFAIRS
DEAN, GRADUATE COLLEGE
Position Announcement
(Internal Search Only)**

**Office of the Executive Vice President and Provost for the
University of Northern Iowa**

The University of Northern Iowa is currently accepting internal applications for a five-year renewable term, full-time position of Associate Provost for Academic Affairs and Dean of the Graduate College (hereafter referred to as Associate Provost and Dean).

Position Description

The Associate Provost and Dean reports directly to the Executive Vice President and Provost. S/he is an active participant in the administrative decision-making processes in the Academic Affairs Division. S/he is responsible for assisting the Provost in planning, directing, evaluating, and developing undergraduate and graduate academic programs; collaborating with other divisions of the University to analyze and develop recommendations in response to evolving issues; and providing leadership for developing and achieving strategic initiatives.

Those primary responsibilities more specifically include;

- Leadership and facilitation for the processes of curriculum development;
- Academic program review and student outcomes assessment;
- Leadership for meeting the goals and objectives of the University's strategic plan in regard to undergraduate and graduate education;
- Leadership for advancing excellence in graduate education and streamlining the management of graduate programs;
- Implementation and administration of policies and regulations affecting students including oversight of processing student requests, complaints and grievances;
- Academic Affairs liaison to the Board of Regents including the development of Board of Regents reports; and
- Other duties as requested by the Provost.

Additional duties include;

- Institutional accreditation;
- Administration of the summer school program; and
- Coordination of Academic Affairs involvement in new student orientation.

The Directors of the Office of Academic Advising, Academic Learning Center, Academic Assessment, and University Honors Program report to the Associate Provost and Dean in addition to the McNair Scholars Program Coordinator, LAC Coordinator, Associate Dean of the Graduate College, Editor of UNIVersitas, and an Administrative Fellow.

The Associate Provost and Dean has various responsibilities and/or connections to the following committees and senates:

- Regents Committee on Educational Relations (RCER)
- University Faculty Senate
- Committee on Admission, Readmission and Retention
- Committee on Curricula – elected chair
- Educational Policies Commission
- Student Academic Appeals Board
- University Writing Committee
- Calendar Committee
- Graduate Council
- Academic Program Review Committee
- President's Enrollment Council
- Graduate Student Advisory Board
- Honorary Degree Committee

Required Qualifications

The Associate Provost and Dean holds a tenured faculty appointment in an academic department with a minimum rank of associate professor, full professor rank preferred. As such, the successful candidate must have an earned doctorate or terminal degree in an academic discipline from an accredited institution, evidence of excellence in teaching and scholarly achievement, and a substantial record of successful academic service with demonstrated leadership roles.

The successful candidate will have a minimum of three years administrative experience such as department head or program director/administrator. S/he will possess outstanding communication skills in writing, speaking, and listening; exhibit a commitment to affirmative action and equal opportunity procedures and principles; and will have demonstrated skills in program planning, project management, and budget development. The successful candidate will also have evidence of successful collaboration and interdisciplinary work; will have demonstrated excellence in graduate education; and will have considerable experience with college/university curricula, policies and procedures, program assessment, as well as knowledge of academic support services and awareness of current trends in higher education. S/he must be able to handle sensitive situations and information with discretion and demonstrate genuine concern for students' academic success.

Application

All applications received by June 14, 2010 will receive full consideration. The Office of the Executive Vice President and Provost encourages applications from persons of color, women, persons living with disabilities and veterans. Electronically send a letter of application and current vita to the search committee chair as noted below. In addition, fax, mail or email three letters of reference to:

Leslie K Wilson
Associate Dean, College of Business Administration
Chair, Associate Provost & Dean Search Committee
University of Northern Iowa
325 Curris Business Building
Cedar Falls, IA 50614-0123
Telephone: (319) 273-6240; Fax: (319) 273-6230
E-Mail: Leslie.Wilson@uni.edu

The University of Northern Iowa is an equal opportunity employer
with a comprehensive plan for affirmative action.

UNI is a smoke-free campus.

Modified 26 May 2010