February 25, 2015

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND MEMBERS OF THE ACADEMIC SENATE

RE: Recruitment of Associate Dean for Undergraduate Education and Director of the University Honors Program

Beginning July 1, 2015, Undergraduate Education will appoint an Associate Dean for Undergraduate Education and Director of the University Honors Program. This is a three-year appointment, with the possibility of renewal after a review. This is a 75% administrative appointment. Candidates should be tenured members of the Academic Senate. Compensation will include: 1) release from course load proportionate to the 75% effort, with replacement teaching funds provided to the home department; 2) one-ninth Summer Salary for academic year employees (subject to UC restrictions for maximum compensation allowed); and 3) an opportunity for research funding or an administrative stipend.

Undergraduate Education is dedicated to ensuring quality academic programs that provide opportunities to engage with faculty in small class settings and through participation in research activities. As our chief leader for academic programs, the Associate Dean plays a vital role in endeavors to achieve these goals within our organization and with partners across campus. The Associate Dean will work closely with the Vice Provost and Dean of Undergraduate Education and the executive leadership team including the Associate and Assistant Vice Provosts in three primary spheres:

- **University Honors Program.** Direct the University Honors Program, a single program of undergraduate excellence that enrolls approximately 200 diverse students each year in a four-year program comprised of two years of general education, one year of service or preliminary research preparation, and a senior thesis experience. Responsibilities within this position include, in coordination with units in Student Affairs, student selection, awarding scholarships at the point of admission, and cultivating the competitiveness of our highest achieving students for prestigious scholarships during and subsequent to their UC Davis careers. Additional responsibilities include supervision of the UHP associate director, collaboration with the UHP faculty advisory board, and facilitating program review as required by the academic senate.

- **First Year Seminar Program.** Coordinate the First Year Seminar Program, a set of approximately 250 courses offered for 1-2 units across all three quarters. Supervise one
FYS staff member, ensure the courses’ academic quality by leading assessment efforts, and facilitate program review as required by the academic senate. Assist FYS staff in developing new seminar offerings to enhance student success and completion rates.

• Undergraduate Research Center. Supervise Undergraduate Research Center Director and collaborate with the center staff team to develop undergraduate students’ research skills and opportunities across the disciplines. With the URC team, build programs and practices that have a demonstrable positive impact on student success and completion rates.

In addition, the Associate Dean will be part of the Undergraduate Education leadership team and provide assistance developing overall strategies for the unit, for undergraduate student success, and for the continued improvement of undergraduate learning across all academic units and programs at UC Davis.

Candidates should possess the following minimum qualifications:

• Tenured member of the Academic Senate
• Strong academic and teaching record and proven ability to engage undergraduates in research
• Demonstrated administrative ability
• Experience collaborating with staff members
• Demonstrated interest in providing academic and career development programs
• Previous service on an Academic Senate committee
• Demonstrated interest in teaching undergraduate students
• Knowledge of the academic and administrative campus community
• Demonstrated ability to work effectively with faculty members, campus administrators, staff, and a wide variety of external organizations
• Interpersonal and cultural competence skills to effectively support, communicate, and establish collaborative relationships with a wide variety of people of diverse backgrounds both within and external to the University
• Excellent management, organizational, planning, supervisory, fiscal and problem-solving skills
• Analytical skills to evaluate program effectiveness
• Strong writing and public speaking skills
• Interest in how administration works in a large university setting
• A positive attitude towards collective decision making and working within group settings

Candidates should possess the following preferred qualifications:

• Strong mediation, conflict management and decision-making skills
• Recipient of a prestigious scholarship or experience in an honors program environment as an undergraduate student
• Awareness of campus enrollment practices
• Familiarity with special academic program review processes and protocols
• Ability to develop, implement and evaluate programs in consultation with the campus administration, faculty, staff, and students
Interested candidates should submit a cover letter stating their interest in and qualifications for this position, a current curriculum vitae, any additional supporting information the candidate chooses to provide, and the names of three individuals who can serve as references. One of these names should be external to UC Davis and the other two should be internal to UC Davis. Questions in advance of the deadline should be addressed to Vice Provost and Dean Carolyn Thomas (ccthomas@ucdavis.edu). All materials must be received by March 17, 2015 and should be submitted online at https://recruit.ucdavis.edu.

To ensure equal employment opportunities, programs administered by the Undergraduate Education are available to all eligible academic employees without regard to race, religion, ethnicity, color, sex, national origin, disability, or status as a special disabled or Vietnam era veteran.

Best wishes and thank you for considering this opportunity,

Carolyn Thomas  
Vice Provost and Dean for Undergraduate Education  
Professor of American Studies