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

RE: Recruitment of Associate Vice Provost for Academic Planning, Undergraduate Education

Beginning July 1, 2015, Undergraduate Education will appoint an Associate Vice Provost for Academic Planning. 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 timely completion and academic success for all UC Davis undergraduate students. As our chief academic leader for academic planning, the Associate Vice Provost plays a vital role in endeavors to achieve these goals within our organization and with partners across campus. The Associate Vice Provost will work closely with the Vice Provost and Dean of Undergraduate Education and the executive leadership team, including Assistant Vice Provosts and the Associate Dean.

The Associate Vice Provost for Academic Planning will have the following primary responsibilities:

- **Classroom Planning and Coordination.** In collaboration with Student Affairs and Facilities colleagues, the Teaching, Learning, and Research Center, and the Academic Senate, ensure that we are creating the right kinds of classrooms in type and size to facilitate optimum learning environments for undergraduate students. Coordinate access to large classes, ensuring that decisions are based upon enhancing student success and timely completion. Communicate classroom planning efforts to faculty and keep a dialogue open on campus about optimum classrooms for current and future learning.

- **Liaison to Academic Senate.** On matters involving program review, policies, and practices that impact undergraduate students, serve as the Undergraduate Education liaison to Undergraduate Council and the Academic Planning and Budget Committee.
• **Waitlist Management and Seat Availability.** In collaboration with Associate Deans and the Registrar, ensure that sufficient seats are available for students in courses critical for timely completion and student success.

• **Summer Sessions.** In collaboration with Associate Deans and Budget and Institutional Analysis, coordinate summer session offerings to ensure high quality teaching, fiscal responsibility, and the availability of courses that enable students to make progress towards degree completion. Supervise, in coordination with Undergraduate Education’s Chief of Staff, summer sessions program staff.

• **Entry-Level Writing and International and Academic English.** These units, both dedicated to preparing undergraduates through baseline skills acquisition for success in their coursework, have a combined staffing level of roughly 2.5 FTE. Supervise staff, enhance collaborations between these units, and, with skilled staff team members, design optimal programs to enhance student success and completion.

In addition, the Associate Vice Provost will be part of the UE 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
- Demonstrated administrative ability
- Previous service on an Academic Senate committee
- Experience teaching large and small classes with innovative approaches
- Demonstrated interest in the success of UC Davis’s 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 toward collective decision making and working within group settings

Candidates should possess the following preferred qualifications:

- Strong mediation, conflict management and decision-making skills
- Familiarity with the campus budget model
- Awareness of campus enrollment practices
- Familiarity with undergraduate program review processes and protocols
- Understanding of preparatory course offerings at UC Davis
• Experience with international students
• Ability to develop, implement, and evaluate programs in consultation with 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](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