

## **Associate Provost for Undergraduate Education and Dean of the University College**

### **Position Description (Spring 2018)**

#### **Basic Functions**

The Associate Provost for Undergraduate Education (APUE) and Dean of the University College develops, promotes, and coordinates programs, policies, and practices that support undergraduate student success at The University of Iowa.

The mission of the APUE and Dean is to enhance the excellence of undergraduate education at the University, working closely with collegiate deans and DEOs that have undergraduate programs. The APUE and Dean also oversees a number of units, including academic support services units and others as noted below. In addition, the APUE and Dean represents the Provost on relevant University and state committees and performs other duties as assigned by the Provost.

#### **Reporting and Supervision**

The APUE reports to the Executive Vice President and Provost and exercises functional and administrative supervision over the directors of the Academic Advising Center, Office of Assessment, Pomerantz Career Center, Division of Continuing Education, University of Iowa Honors Program, Iowa Center for Higher Education, and Office of the Registrar. The Dean oversees the A Craig Debate Forum, Academic Support and Retention, UI Center for Conferences, Orientation Services, STEM Initiatives, University College Academic Programs (BLS and BAS degree programs, distance and online education, Air Force ROTC, Army ROTC, and several certificate programs). The APUE also has dotted line reporting relationship to the Senior Director of the Office for Teaching, Learning and Technology and the Associate Athletic Director for Student Services. The APUE serves as the Accreditation Liaison Officer to the Higher Learning Commission.

#### **Required Qualifications**

- Terminal degree in an academic or professional discipline. Tenured or clinical track faculty at the rank of full professor at The University of Iowa.
- Successful experience and leadership in undergraduate education.
- Knowledge of University system and/or higher education policies, procedures, and regulations.
- Experience working with top-level collegiate and central administrators.
- Excellent written and oral communication skills.
- A record of demonstrating a high degree of judgment, diplomacy, and confidentiality.
- Demonstrated commitment and sensitivity to equal opportunity and access, human rights, and to the critical role that diversity must play in all public institutions.

#### **Desired Qualifications**

- Administrative experience.
- Knowledge of the HLC accreditation process.

#### **Appointment**

Fiscal year, 100% appointment beginning June 1, 2018 (or before) and continuing to June 30, 2021 when a review for reappointment will be conducted.