POSITION VACANCY ANNOUNCEMENT / POSITION 00010069 – DRAFT

Assistant/Associate Dean of Undergraduate Studies for Student Academic Success
Tampa, FL

The University of South Florida seeks qualified candidates for the position of Assistant/Associate Dean for Student Academic Success. The Assistant/Associate Dean reports to the Dean of Undergraduate Studies with duties and responsibilities that involve working collaboratively with others in the academic colleges, student affairs, and administration to identify, develop and implement policies, programs and practices that contribute to continued improvements in all areas of undergraduate student success (e.g., retention and timely graduation). The Assistant/Associate Dean supervises the following Academic Success Support units:

- First Generation Access and Pre-Collegiate Programs including; the Freshman Summer Institute (FSI); Student Support Services (SSS); Engaging Latino Communities for Education (ENLACE) ; Upward Bound (UB); and College-Reach Out Program (CROP)
- Orientation for First Time in College and Transfer Students
- Transitional Advising Center (TRAC) for Undeclared Majors
- Tutoring and Learning Services including the Writing Center

The Assistant/Associate Dean is responsible for:

Actions to Improve Retention & Graduation Rates: such as (a) develop best practices and programs with the academic colleges, departments, and others to extend the university’s progress on improved retention and graduation rates; (b) identify and compile data to inform colleges and departments regarding student persistence and progression by major to improve graduation rates; (c) review retention and graduation rates by program with college associate deans and department chairs to identify policy or curriculum revisions that might lead to improved graduation rates; (d) serve on the Strategic Enrollment Management (SEM) Team to provide data and expertise regarding FTIC and Transfer enrollment, course management, and successful student profiles;

Actions related to Academic Regulations, Policies & Procedures such as (a) identify changes to academic regulations, policies or practices that might improve student progress and propose changes to those policies; (b) work with the Registrar and others to enhance efforts to keep students fully informed of policies and other requirements that affect their academic success and progress to graduation; (c) serve on the University Academic Regulations Committee to review current procedures and develop and implement policy revisions that will lead to enhanced academic success; and serve as final authority for student academic appeals;

Actions related to Academic Tracking & Advising such as (a) work with colleges and the Registrar to establish and maintain accurate term-by-term curriculum plans; (b) serve on the DegreeWorks Steering Committee and implement Academic Tracking for undergraduate students; (c) work with the Council on Academic Advising, to provide leadership and coordination for undergraduate advising throughout the university; and (d) review advising effectiveness with regard to student progression, retention and graduation; and

Actions related to Student Affairs & Other Collaborations, such as (a) collaboration with Student Affairs to extend the partnerships designed to achieve increased effectiveness in the full development of undergraduate students – building on successes in Orientation, First-year and second-year programs, Living Learning Communities, etc.; and (b) serve as undergraduate academic officer and facilitator to the academic needs of students identified as requiring special attention by the Students of Concern Action Team (SOCAT).
**SALARY:**

Negotiable, competitive and commensurate with qualifications and experience

**APPLICATION PROCESS:**

USF welcomes applications from qualified applicants who have knowledge of and experience with individuals representing diverse backgrounds and cultures. Applications should include a letter of intent describing qualifications for the position in each of the above areas, current vita, and the names, addresses, telephone numbers and e-mail addresses of four professional references. Please specify Position #TBA. Position finalists may be requested to provide letters of recommendation from professional references and official university transcripts. Letters from references and university transcripts are not required at the time of application. References will not be contacted until advanced stages of screening, and candidates will receive prior notification. The decision regarding the academic rank at which to hire new faculty is made based on university criteria for promotion; see USF Guidelines for Tenure and Promotion at [http://files.acad.usf.edu/facprogdev/5464.pdf](http://files.acad.usf.edu/facprogdev/5464.pdf).

All applications and materials must be submitted electronically to [https://employment.usf.edu](https://employment.usf.edu). Please do not send materials via mail or e-mail.

Questions about the position may be directed to Christena DiBuono, Administrative Staff for the Search Committee, e-mail address: christena@usf.edu.

Full consideration will be given to complete applications received by 5:00pm May 30, 2012. Applications will be considered until the position is filled.

While every effort will be made to preserve confidentiality until finalists are selected, the search is subject to the Florida Public Records Statutes.

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.