THE SEARCH

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).
PREFERRED EXPERIENCES AND ATTRIBUTES OF THE SUCCESSFUL CANDIDATE

The successful candidate will have a Doctoral degree from an accredited institution or the highest degree appropriate in the field of specialization with a demonstrated record of work with programs focused on undergraduate student success.

Preferred candidates will have extensive knowledge of the research on student retention and success, experience working with student success programs, student information systems, and strategies for improving student success in a public university. They will possess a terminal degree in a discipline taught at the university and will have a record of scholarship that might qualify them for faculty rank of Associate or Full-Professor with tenure.

The successful candidate will also have strong organizational and interpersonal skills and the ability to relate well to a broad range of constituencies.

In addition, the successful candidate will possess many of the following skills, qualities, and attributes:

- An ability to articulate a clear, creative, and compelling academic vision for undergraduate student success that can engage faculty, staff, students, and others;
- A clear commitment to undergraduate and graduate education, and the capacity to lead with innovative vision to enhance the University’s mission of student success;
- The capacity to lead effectively within an academic community based on consensus-building, transparency, and candid communication;
- The ability and appetite to promote collaboration and synergy among faculty, staff, students, and other constituencies in making critical decisions on academic policies and priorities;
- A leadership style characterized by energy, flexibility, inclusiveness, integrity, and openness.

ABOUT UNDERGRADUATE STUDIES

The Office of Undergraduate Studies (UGS) works in partnership with the academic colleges in the development, review and enhancement of the undergraduate programs to assist faculty to provide outstanding undergraduate education for students. The members of the UGS team work with faculty to establish and administer academic policies, assist with undergraduate curriculum development and review, and support proposals for new and revised programs and courses through the various approval processes. In addition to assisting with the academic programs offered by the colleges, Undergraduate Studies offers a number of academic programs:

- Bachelor of Science in Applied Sciences
- Leadership Studies Minor
- Army, Air Force and Naval ROTC Programs

Undergraduate Studies provides a strong set of Student Success programs designed to make it more likely that students will successfully navigate the complexities of the transition to college and the baccalaureate experience. (It integrates academic endeavors with meaningful experiences within myriad student development programs.) Together, they aim to provide coordinated opportunities for students to develop their identities and intellectual competencies for successful careers and lifelong learning. Those services include:
• Tutoring and Learning Services in the Learning Commons
• University Career Center
• First-Year and Transfer Student Orientation
• Transitional Advising Center (TRAC)
• University Experience Course
• First Generation Access and Pre-Collegiate Programs (FGAPP)
• Academic Enrichment Center for Student Athletes (AEC)
• Office of Undergraduate Research (OUR)

Academic Programs

General Education Council
The General Education Council is responsible for the ongoing development, implementation, and assessment of an effective general education program. Responsibilities include the evaluation and approval of courses for the liberal arts curriculum, as well as the periodic evaluation of the general education policy. The council shall advise the President, the Provost, and the Dean of Undergraduate Studies on the development of future general education programs at the university and provide continuous assessment of the general education.

Bachelor of Science in Applied Science (BSAS)
The BSAS degree is designed to serve Florida's A.S. graduates who desire a bachelor's degree for self-enrichment, advancement in their current career or to qualify for higher-level employment in other settings. A.S. graduates looking for a flexible Bachelor's degree program will find the BSAS degree recognizes the value of academic work already completed, and requires only 60 additional credit hours beyond the A.S. degree. This bachelor's degree program continues to be the primary degree completion pathway for Associate in Science (AS) degree holders.

Bachelor of General Studies (BGS)
The Bachelor of General Studies (BGS) is a relatively new USF degree program; approved by the Board of Governors in 2008, the program began accepting applications for the 2009/2010 academic year. USF's Bachelor of General Studies Degree (BGS) is a customized, interdisciplinary degree that provides students with options to choose an appropriate academic program that fits their educational and professional goals. The BGS program provides mid-career adult students with the opportunity to integrate completion of the baccalaureate degree into their established lifestyle.

Leadership Studies
The USF Leadership Studies Minor is premised on the belief that leadership requires a deep understanding of the self and the core values that drive one's actions. The curriculum begins by developing a compelling personal vision that clearly defines who you are, what you believe, and how you fit into your world. Through an interdisciplinary approach, the curriculum examines the historical, contemporary, philosophical, theoretical, and practical aspects of leadership. The series of courses is designed to help students develop personal and organizational leadership skills culminating with an emphasis on leading communities and organizations in a global environment.

Army ROTC – Suncoast Battalion
The Department of Military Science for Army Reserve Officers Training Corps (ROTC) was established to select and prepare students to serve as officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop the students' leadership potential, as well as improve the students' planning, organizing, and managerial skills.
Air Force ROTC – Detachment 158
The Air Force Reserve Officer Training Corps (ROTC) at the University of South Florida (USF) is an educational program designed to give men and women the opportunity to become an Air Force officer while completing a degree. The Air Force ROTC program is designed to prepare you to assume positions of increasing responsibility and importance in the modern Air Force. Air Force ROTC offers three routes to an Air Force commission at over 700 institutions throughout the contiguous United States, Hawaii and Puerto Rico--the Air Force ROTC Four-Year Program, Two-Year Program and One-Year Program.

Naval ROTC – Buccaneer Battalion
The Naval Science Program at the University of South Florida is administered by the Naval Reserve Officers Training Corps (NROTC) Unit. This program affords selected men and women the opportunity to receive instruction in Navy specified courses which, in conjunction with the baccalaureate degree, will qualify them for a commission in the United States Navy or Marine Corps. Students enrolled in the university who are physically and mentally qualified are eligible to apply for the NROTC program. As naval officers, USF NROTC graduates become eligible for varied careers, serving in aviation squadrons, on surface ships, on submarines in the nuclear power programs, at naval installations all over the world, or in the numerous sub-specialties as an officer of the Marines Corps.

Student Success Programs

Office of Orientation
The University of South Florida Orientation program seeks to familiarize all entering students and their families to life at USF by way of student-centered, broad programs that develop a foundation for academic success and provide a positive transition to the university. Orientation will:
- Introduce all new students to the university's various educational opportunities and a multitude of resources
- Provide structured interactions with peers, current students, faculty and staff
- Facilitate access to an engaging, interdisciplinary learner-centered environment

Orientation also establishes a foundation for families to aid their student during their transition and collegiate endeavors.

Tutoring & Learning Services
As a partner in the USF Tampa Library Learning Commons, Tutoring and Learning Services (TLS) strives to keep the learner as the central focus. Through a variety of academic support options, the mission of TLS is to strengthen students’ ability to learn effectively and efficiently and support their timely and successful progression toward graduation. Our services include:
- Tutoring in many USF courses
- Writing Center
- Learning Support Courses
- Study Skills Workshop

Career Center
The Career Center's primary mission is to assist students in making the transition from academic life to professional employment. The Career Center:
- Helps students plan, identify, refine and implement their career goals and job search campaign.
- Provides timely, current information on employment opportunities and labor market trends.
- Creates venues that allow students to network and interview with hiring employers.
- Fosters and maintains active partnerships with academic departments to ensure seamless referrals between the Career Center, the academic community and employers.
First Year Programs and Transitional Advising Center

The primary goal of the TRansitional Advising Center (TRAC) of the University of South Florida is to provide the best possible academic advice to the following students:

- Currently "undecided/undeclared"
- Pre-Hospitality Management
- BS in Applied Science
- Major Re-selection Appointments

Our mission is to enable students to achieve their academic goals in a timely fashion. We also serve as the Academic Regulation Committee (ARC) Petition contact for Non-Degree seeking students as well as the contact for AA Applications.

University Experience

University Experience SLS 1101 is a two-credit elective course designed specifically for first-year students to welcome them to USF. Each class consists of approximately 25 students and is built around four major themes: building community, learning about campus resources, developing effective academic skills, and exploring personal character and values. Research has shown that students who complete the University Experience course have a higher GPA, are more likely to graduate on time, and are more involved in campus activities.

First Generation Access Programs

The First Generation Access and Pre-collegiate Programs (FGAPP) provide access to a university education for promising students from first-generation and/or limited-income families, and identify qualified individuals through a review of the admission application, standardized test scores, and academic records. Each year a limited number of students enter USF through this program. FGAPP also administers federal and state funded pre-collegiate programs charged with serving the needs of underserved students in Hillsborough County.

- **College Reach-Out Program**
  A statewide program designed to increase the number of students who successfully enter and complete a postsecondary institution. The program's primary objective is to strengthen the educational motivation and preparation of low-income and educationally disadvantaged students in grades 8 through 12, representing various cultural backgrounds, who "otherwise would be unlikely to seek admission to a community college, state university or independent post secondary institution without special support and recruitment efforts."

- **ENLACE**
  ENLACE at USF encourages and supports first-generation Latino and other underrepresented students for a smooth and successful transition from high school to college.

- **Freshman Summer Institute (FSI)**
  The University of South Florida provides a world of opportunity for a select number of students who possess the desire to succeed. For some students, this desire may not be completely reflected in their high school record. The University recognizes the potential for success in these students and helps make their academic goals a reality through our Freshman Summer Institute. The program provides access to a university education for promising students from first generation and/or limited income families and identifies qualified individuals through a review of admission applications, academic records, and family income as determined by the Free Application for Federal Student Aid (FAFSA).
- **Student Support Services**
  The Student Support Services Program (SSS) is a federally funded two-year retention program that provides effective academic and personal support for a diverse student population. The program is designed to significantly increase the retention and graduation rates of its participants. Student Support Services provides excellent academic advising and monitoring, individual counseling, college survival seminars, pre-registration, tutorial services, mid-term assessments, social and cultural enrichment programs, a laptop loan program, computer lab, and activities that broaden career perspectives and promote self-confidence. The program and its staff are committed to providing proactive, comprehensive, and innovative services to enhance students’ success at USF.

- **Upward Bound**
  Upward Bound at the University of South Florida is one of the eight TRIO programs funded by the United States Department of Education. Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound at USF serves high school students from low-income families and students from families in which neither parent holds a bachelor's degree (first-generation college students). The program's rigorous academic and counseling components are designed to provide students with three years of continuous preparation for college beginning in the spring of their ninth grade academic year.

**Academic Enrichment Program for Student Athletes**
The Academic Enrichment Program at the University of South Florida is designed to be a full service program with the goal of providing the programs and services necessary to enhance the total development of the USF student-athlete. The program is focused on the unique needs and demands of student-athletes at USF and fosters the cultivation of skills that allow for the development of potential in the classroom, on the field and for the future.

The Academic Enrichment Program provides a variety of support mechanisms for all student-athletes by way of specific events and activities designed to promote academic success, athletic success, community service, career development and personal development. The theories and tenants mirror those promoted through the NCAA CHAMPS Life/Skills model, but are designed specifically for the identified needs and challenges specific to our student-athlete body.

**Office for Undergraduate Research**
The Office For Undergraduate Research (OUR) promotes mentored research across all disciplines by partnering with faculty and staff in all academic programs, administrative units and within the community. The office assists students, faculty, staff, administrators and community leaders in establishing research experiences that are designed to enhance a student’s academic progression and foster deeper immersion in the field. The office elevates the research experience by providing all participants professional development and mentoring workshops, research training, publication and funding opportunities.
ABOUT THE UNIVERSITY OF SOUTH FLORIDA

The University of South Florida is a high-impact, global research university dedicated to the success of its students and the success of Florida. As one of Florida’s largest metropolitan universities, USF is playing a central role in growing a knowledge economy that will make Florida a vibrant, well-educated, and prosperous national and international destination.

Founded in 1956, the University of South Florida is a multi-campus system with locations in Tampa, St. Petersburg, Sarasota-Manatee, and Lakeland welcoming over 47,000 students from across the country and around the globe. USF is one of the nation’s top public research universities one of only 25 public research universities nationwide with very high research activity that is designated as community engaged by the Carnegie Foundation for the Advancement of Teaching. The university offers 230 degree programs at the undergraduate, graduate, specialist and doctoral levels, including the doctor of medicine.

The USF Strategic Plan 2007-2012 sets the institution’s course with an emphasis on the following: Student Success, Research and Innovation, Community Engagement, Global Literacy and Impact, and Integrated, Interdisciplinary Inquiry. In 2009-10, the USF System awarded a total of 10,835 degrees to bright and talented students entering the workforce or continuing their education. Of the total degrees awarded, USF is among the top 5 in the state awarding degrees in areas of strategic emphasis, such as STEM fields, Health Professions, Globalization, Security & Emergency Services and Education. With a 213% increase between 2000 and 2007, no other American university grew its federal research enterprise at a faster rate than USF (Chronicle of Higher Education 2009-10 Almanac). USF ranks 34th in federal research expenditures for public universities in FY 2009, 2nd in Florida and exceeding others such as Purdue, Michigan State, Rutgers, and Georgia. Approximately 76% of USF’s 230,000 alumni live in Florida and contribute to the state’s economy. USF ranks 8th among the nation’s 4,000 institutions for its commitment to student veteran’s success, and is Florida’s only public university participating in the Department of Veterans Affairs Yellow Ribbon Program. In addition to rapidly increasing numbers of international students choosing to study at USF from around the world, with a significant philanthropic gift from President Judy Genshaft and her husband, the Genshaft/Greenbaum Passport Scholars Fund provides the financial support necessary for students with important, innovative ideas to fulfill their goals of conducting research and scholarship around the globe. Perhaps no greater example of integrated, interdisciplinary inquiry could be offered than USF’s leadership position in studying and tracking the impact of the April 20, 2010 blowout of the Deepwater Horizon Oil Well in the Gulf of Mexico. USF faculty, staff and students have navigated treacherous environmental and political waters to serve as key repositories of critical information for interested scholars, community leaders and the general public from around the world.

For additional information about the University of South Florida, please see: http://www.usf.edu/About-USF/index.asp.

THE TAMPA BAY REGION

The Tampa Bay region of Florida offers a unique opportunity for an enjoyable, high quality lifestyle. Home to over 4,000,000 citizens, the area enjoys a temperate climate for much of the year, a cost of living that is currently below the national average, an abundance of affordable housing, and a wide range of cultural, sports, recreational, and civic activities. Please see the more detailed information provided by this website: http://www.tampachamber.com/tampa_information.asp.
SEARCH 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.

All applications and materials must be submitted electronically to 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.