1. Position Vacancy Announcement

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.

2. **Advertisement of the Position**

Efforts to attract a strong pool of diverse candidates will be made by advertising in the following publications and their websites:

<table>
<thead>
<tr>
<th>Publications</th>
<th>Advertising Details</th>
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<tbody>
<tr>
<td>Chronicle of Higher Ed</td>
<td>Display print ad and Web ad for 30 days</td>
</tr>
<tr>
<td>Diverse Issues</td>
<td>Web ad 30 days</td>
</tr>
<tr>
<td>Hispanic Outlook</td>
<td>Web ad 30 days</td>
</tr>
<tr>
<td>Inside Higher Ed</td>
<td>Web ad 30 days</td>
</tr>
<tr>
<td>Higher Education Jobs</td>
<td><a href="http://www.higheredjobs.com">www.higheredjobs.com</a></td>
</tr>
<tr>
<td>USF Website</td>
<td>Continuous until filled</td>
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Organization LISTSERVs:
- Association of Deans and Directors of Undergraduate Studies
- National College Access Network (NCAN)
- AAC&U
- SUS Undergraduate Deans

3. Composition of the Search Committee

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<tr>
<th>Name</th>
<th>Title / Department / Organization</th>
<th>Race</th>
<th>Gender</th>
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<tbody>
<tr>
<td>Paul Dosal</td>
<td>Vice Provost for Student Success, Enrollment Planning and Management</td>
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<tr>
<td>Denita Siscoe</td>
<td>Associate Vice President for Student Affairs</td>
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<tr>
<td>Janet Moore</td>
<td>Associate Dean, Undergraduate Studies</td>
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<tr>
<td>Kevin Banks</td>
<td>Assistant Vice President for Student Affairs and Dean of Students</td>
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<tr>
<td>Patricia Maher</td>
<td>Director of Tutoring and Learning Services, Undergraduate Studies</td>
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<tr>
<td>Catherine Batsche</td>
<td>Interim Dean, College of Behavioral and Community Sciences</td>
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<tr>
<td>Mack Davis</td>
<td>Director of Project Thrust, Undergraduate Studies</td>
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<tr>
<td>Jackie Nelson</td>
<td>Senior Director, Undergraduate Affairs and International Programs</td>
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<tr>
<td>Angela DeBose</td>
<td>University Registrar</td>
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<td>Valeria Garcia</td>
<td>Director, Office of Decision Support</td>
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4. Evaluation Criteria

*** Add link to Prospectus Here ***

The search committee will use the following criteria to screen and evaluate candidates for this position.

Minimum qualifications:
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 qualifications:
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.

Evaluation Procedure:
Only candidates who meet the minimum qualifications will be considered for further evaluation. All candidates who meet the minimum qualifications will be evaluated further by the search committee to assess the degree to which each meets the preferred qualifications.

The Committee will meet to discuss and vote on each candidate to determine those who will be recommended for further consideration. A simple majority of the Committee must recommend the candidates for further consideration. Telephone interviews may be used to determine which candidates will be recommended for further consideration. Candidates who advance will have their references checked, but not without prior notification of the candidate. The committee will then recommend to the Dean of Undergraduate Studies those candidates who should be considered for interviews. The Dean of Undergraduate Studies will decide which candidates will be interviewed for the position of Assistant / Associate Dean of Undergraduate Studies for Student Academic Success.

Candidates invited to interview will meet with the Search Committee, the Provost, Vice Provosts, faculty, staff, administrators, students, and other appropriate groups as determined by the committee or at the request of the Dean of Undergraduate Studies. Following interviews of all candidates, the search committee will meet to discuss the strengths and concerns of each candidate. The results of the discussions of the search committee will be forwarded to the Dean for Undergraduate Studies.

5. Proposed Timeline for this Search

• Advertise April 15, 2012 with closing date or date to begin consideration of applicants May 30, 2012
• Search Committee selects six to ten candidates for Telephone interviews June 15
• Three to four candidates selected for on campus interviews to be scheduled June 15 – June 30.
• Search Committee conducts reference checks on finalists and recommends three to the Dean of Undergraduate Studies June 30 – July 15

6. Affirmative Action Report

The Affirmative Action Recruitment and Selection Report will be completed and submitted to the Office of Diversity and Equal Opportunity in compliance with EOA guidelines.

7. Record Keeping

Search materials, including any recorded telephone interviews, will be maintained in Academic Affairs for a minimum of three years.