

Assistant Dean of Undergraduate Studies and Director of University College (ADUS/DUC)

Justification

Justification	
What are you requesting?	Position Description Update Only, Change in Position Detail
Justification for New Position or Reason for Change	
Effective Date	07/25/2019
Contact Name	Trent Rackley
Contact Phone	910-962-2438
Contact Email	rackley@uncw.edu
Department Comments	

Position Basics

Position Basics	
Working Title	Assistant Dean of Undergraduate Studies and Director of University College (ADUS/DUC)
Employee First Name	
Employee Last Name	
Position Number	6149
Other location not listed above	
Supervisor Name	Paul Townend
Supervisor Title	Assoc VC and Dean Undergraduate Studies
Supervisor ID	850000751
Supervisor Position Number	
Supervisor Name	Paul Townend

Position Details

Position Details	
Primary purpose of the division, department, and/or grant	Undergraduate Studies works with various units on campus to enhance the undergraduate educational experience along with providing opportunities and support for undergraduate scholarship both inside and outside the classroom. Offices supported by Undergraduate Studies work at the transition from the high school to college experience, provide a broad based general education program extending throughout a student's time at UNCW, provide targeted support for applied learning opportunities and enhancement of the undergraduate experience, and promote best teaching practices. The Office of the Associate Vice Chancellor and Dean of Undergraduate Studies supports: University Studies, General Education Assessment, ETEAL (Experiencing Transformative Education through Applied Learning, Honors Scholars College, CSURF (Center for the Support of Undergraduate Research and Fellowship), University College, Undergraduate Catalogue. University College provides academic advising for all incoming freshman and undeclared transfer students until they have become eligible to declare a major. University College is also responsible for the development and implementation of co-curricular programs that support a student's successful transition to college and enhances retention. Students are advised by professional advisors or faculty drawn from the College of Arts and Sciences, College of Health and Human Services, Cameron School of Business and the Watson College of Education. The University College advisors are actively engaged in helping students take responsibility for their academic success by encouraging exploration of academic disciplines, utilizing the campus resources available to support their development, developing an understanding of academic requirements and standards and promoting career exploration. The University College staff works collaboratively and proactively with all resource staff throughout the university to enhance the effectiveness of student intervention strategies that increase student learning and success.
Brief Summary of Work for this Position:	The ADUS/DUC is responsible for running university wide student success committees, coordinating the Advising Council, heading any task force needed relating to student retention, heading the Stop Out Prevention Initiative, and working to improve retention and advising across all schools and colleges along with all projects the Dean of Undergraduate Studies assigns. All initiatives are responsive to the student success priorities in the strategic plan. This position also includes making sure that all goals the Dean of Undergraduate Studies has given have been met along with meeting the goals in the strategic plan. The Assistant Dean of Undergraduate Studies and Director of University College (ADUS/DUC) is also responsible for the daily oversight and management of University College, in partnership with the UC Associate Director, who reports to the ADUS/DUC. The ADUS/DUC is expected to ensure that staff, programs and services are effective in assisting students in their transition to college, encourage students to identify and declare appropriate majors, promote personal responsibility, and assist students in their engagement into the life of the university community. The ADUS/DUC oversees the development and implementation of policies that guide the work of University College, oversees the advising process for approximately 4000 students annually, and provides direction, planning, implementation and assessment of "First Year Experience" co-curricular programs (Learning Communities, Pre-Professional Programs, EXCEL, Synergy, and Transfer Programs). The ADUS/DUC works in collaboration with the Dean of Undergraduate Programs in the development and implementation of curriculum for the First Year Seminar course. The ADUS/DUC is also responsible for maintaining a dotted line responsibility for providing support and guidance for Athletic Student Support Services.
Detailed Job Description	The ADUS/DUC is responsible for running university wide student success committees, coordinating the Advising Council, heading any task force needed relating to student retention, heading the stop out prevention initiatives, retention and advising across all schools and colleges along with all projects the Dean of Undergraduate Studies assigns. All initiatives are responsive to the student success priorities in the strategic plan. This position also includes making sure that all goals the Dean of Undergraduate Studies has given have been met along with meeting the goals in the strategic plan. This position is also the Director of University College and ensures all the departmental goals/learning outcomes are met and/or exceeded. The ADUS/DUC duties and responsibilities include: *Collaborates with the AVC/DUS and other units across campus and at system level and within UGS on setting and achieving strategic goals. *Works with the AVC/DUS in developing and supporting student success initiatives around retention, persistence and other measures at all undergraduate levels. *Works across colleges and schools in developing/strengthening advising practices and systems. *Develop, interpret and implement policies for academic advising, the "First Year Experience" co-curricular program and First Year seminar course. *Manage academic advising services for 4000 students during an annual academic calendar; *Coordinate, develop and present educational presentations for new student and parent Orientation that clearly articulate UNCW expectation for success, the role of UC in their success and the wide array of support services offered at UNCW; *Monitor academic progress and pre-registration processes of all students who have not yet declared a major at UNCW; *Lead university college in establishing future goals, initiatives and action plans; *Maintain an established relationship with the Department of Athletics and the director of the SASS unit to insure institutional progress goals are attained and student athletes are well advised. *Provide ongoing intervention programs and services such as academic counseling, outreach, reviews, appeals and academic contracts; *Oversee the work of a student success technology system (STARFISH) manager and provide strategic direction for that platform at UNCW in relation to broader student success priorities *Manage and coordinate conflict resolution processes involving staff, parent and student issues; *Recruit, hire and evaluate all professional and faculty advisors; *Develop and present professional development and training for all UC and part-time faculty academic advisors; *Maintain communications with all academic departments regarding requirements and important information for students considering specific majors; *Maintain communication with the USAC regarding requirements and important information for students regarding university studies in the development of specific majors; *Oversees the future expansion of learning communities; *Coordinate with the Office of Transition Programs to insure appropriate student services are implemented as necessary for success; *Oversee the coordination of the "First Year Seminar" Cornerstone Learning Community, EXCEL, Pre-Professional Programs, FYSA< and Synergy; *Implements assessment practices and procedures; *Manages, with the associate director, the University College budget.
Explain the variety and purpose of internal and external working relationships.	The ADUS/DUC is responsible for 23 professional advisors, including three coordinators and an associate director of the UC, 18 part time faculty advisors, 80-90 "First Year Seminar" instructors, 1 office manager, 2 administrative associates, and a student success system manager. The ADUS/DUC reports to the Dean of Undergraduate Studies and has a dotted line to the Associate Provost for Enrollment Management. As the ADUS/DUC working with the Enrollment Management team and all other units across campus, the working relationship focuses directly on the development of programs and services that increase student success, retention and graduation performance measures through projects, initiatives, and task forces in a collaborative effort to achieve the strategic goals of the university, Undergraduate Studies and University College. The ADUS/DUC coordinates work of the Advising Council as well as relevant committees and task forces related to advising and retention. The ADUS/DUC ensures the collaboration of UC staff and resources with the Director of University Studies on matters of shared concern. The ADUS/DUC works closely with the academic Deans and Associate Deans, department chairs, faculty, and directors of departments throughout the Divisions of Academic and Student Affairs. In addition, the ADUS/DUC is expected to serve as an advocate for students by utilizing their role within key university-wide committees and/or task forces. Given the scope of the ADUS/DUC's role and mission of University College, it is imperative that this position develop and maintain positive working relationships with key university departments such as: Undergraduate Studies, University Studies, Honor's College, Quality Enhancement Plan (ETEAL), Catalog, Assessment, Registrar, Admissions, Financial Aid, Learning Services, Residence Life, Office of the Dean of Students, Counseling, Career Services, Transition Programs, Disability Services, Athletics, and Information Technology Services.
Minimum Requirements	A terminal degree is required with a minimum of seven years of management experience working in a university setting at a professional level with direct experience in staff development and supervision and significant engagement with undergraduate students. This position requires an individual with proven experience in working with deans, department chairs, faculty and student affairs professional staff in developing collaborative working relationships. Position also requires excellent interpersonal and organization skills with a demonstrated working knowledge of student development theory in practice.
List the knowledge, skills, and	The ADUS/DUC is responsible and must have the knowledge, skills and ability to run university wide student success committees, coordinate the Advising Council, head any task force needed relating to student

abilities required to perform the essential functions of the position

retention, head the stop out prevention initiatives, retention and advising across all schools and colleges along with all projects the Dean of Undergraduate Studies assigns. Ensure all initiatives are responsive to the student success priorities within the strategic plan. Ensure all goals the Dean of Undergraduate Studies has given are met and ensure these goals meet the goals in the strategic plan. This position is also the Director of University College and ensures all the departmental goals/learning outcomes are met and/or exceeded. The ADUS/DUC must have the knowledge, skills and ability to perform all duties and responsibilities included in each of the task below:

Collaborate with the AVC/DUS, other units across campus, at system level and within UGS on setting and achieving strategic goals:

Work with the AVC/DUS in developing and supporting student success initiatives around retention, persistence and other measures at all undergraduate levels.

Work across colleges and schools in developing/strengthening advising practices and systems;

Develop, interpret and implement policies for academic advising, the "First Year Experience" co-curricular program and First Year seminar course;

Manage academic advising services for 4000 students during an annual academic calendar;

Coordinate, develop and present educational presentations for new student and parent orientation that clearly articulate UNCW expectation for success, the role of UC in their success and the wide array of support services offered at UNCW;

Monitor academic progress and pre-registration processes of all students who have not yet declared a major at UNCW;

Lead university college in establishing future goals, initiatives and action plans;

Maintain an established relationship with the Department of Athletics and the Director of the SASS Unit to insure institutional progress goals are attained and student athletes are well advised;

Provide ongoing intervention programs and services such as academic counseling, outreach, reviews, appeals and academic contracts;

Oversee the work of a student success technology system (STARFISH) manager and provide strategic direction for that platform at UNCW in relation to broader student success priorities;

Manage and coordinate conflict resolution processes involving staff, parent and student issues;

Recruit, hire and evaluate all professional and faculty advisors

Develop and present professional development and training for all UC and part-time faculty academic advisors;

Maintain communications with all academic departments regarding requirements and important information for students considering specific majors;

Maintain communication with the USAC regarding requirements and important information for students regarding university studies in the development of specific majors;

Oversees the future expansion of learning communities;

Coordinate with the Office of Transition Programs to insure appropriate student services are implemented as necessary for success;

Oversee the coordination of the "First Year Seminar" Cornerstone Learning Community, ExCEL, Pre-Professional Programs, FYSA and Synergy

Implements assessment practices and procedures;

Manage along with the associate director, the University College budget.

Preferred formal education, professional skills and work experience

A Doctorate degree is preferred along with experience in first year programming and learning communities; familiarity with successful retention practices within a master's comprehensive or R2 higher education institutional setting is preferred. Previous experience in teaching, ideally freshman seminar within a first year experience program development is highly desirable.

Approver Org

Academic Affairs Provost - 30000

TimeKeeping Org

Academic Affairs Provost - 30000

Supervisor**Supervisor Position Description**

Job Title Assoc VC & Dean, Undergraduate Studies
Position Number 1307
Org Unit Undergraduate Studies - 33000 (33000)
First Name Paul A
Last Name Townend
Email townendp@uncw.edu

Position Funding

Position Funding
 System will not validate percentage total.

Banner Fund 137400
Account 911100
Amount \$113,082
% FTE 100%

Assistant/Coordinator, Division or Department Comments Budget covers recruitment salary. No other budget actions necessary. Position is moving from Associate Dean to Assistant Dean.

Department Budget Comments**University Budget Comments****ADA Form****ADA Form**

The ADA information for the position is used to determine the individual's ability to perform the essential functions of the job upon hire or return to work from injury or disability.

Physical Requirements of this Position Sedentary work

Visual Acuity Requirements of this position The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness work assigned

Physical Activity of this position (Check all that apply.) None

Conditions the worker will be subject to in this positionNone: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

List any physical requirements of this position that are not typical for office-related work

Posting Details**Posting Details****Priority Consideration Date****Anticipated Hire Date****Position Type****Anticipated Ending Date for Time-Limited Positions**

Recruitment Expense Fund x

Search Committee Chair**Search Committee Members****Posting Preference****College/School Information****University Information**

The University of North Carolina Wilmington, the state's coastal university, is dedicated to learning through the integration of teaching and mentoring with research and service. A public institution with over 15,000 students, the university is known for its superb faculty and staff and powerful academic experience. With an array of high-quality programs at the baccalaureate and master's levels, and doctoral programs in marine biology, educational leadership, psychology and nursing practice. UNCW is consistently recognized at a national level for academic excellence and affordability by publications like U.S. News & World Report, Kiplinger's Personal Finance and The Business Journals. UNCW also recently earned the 2015 Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching, bestowed to higher education institutions dedicated to community involvement.

Applicant Documents

Required Documents

None

Optional Documents

None

Trainings and Access

Training

Please select all trainings that are relevant to this position. Use the text box below to add any additional/specific position training needed. All employees will be signed up for mandatory trainings.

Visit the Staff Training and Professional Development Website for additional details:

<http://www.uncw.edu/hr/training-staff2012.html>

UNCW IT Training: (Check all that apply.) Sharepoint (Web, SkillPort)

UNCW Systems/Program Training: (Check all that apply.) AIM - Asset Inventory Management (Web), Banner (SkillPort, In Person Trainings), Travel Processing (Web), PACS Card Training - Purchasing Administrative, SSRS - Server Reporting Services Web Reports (Web), U-Shop - E-Procurement System (Web), PeopleAdmin

Recruitment Training: (Check all that apply.) PeopleAdmin (Web)

Safety Training: (Check all that apply.)

Supervisory Training: (Check all that apply.)

Other Training: Please list specific training in the text box provided.

Access

Please select all access needed for this position. Use the text box below to add any additional/specific position access not listed.

Access: (Check all that apply.) Banner – Finance, Banner – HR, Banner – Student, Building Access , Department SharePoint site, Network Copier/Printing Access, PACS Card, PeopleAdmin, SSRS Reports – Budget, SSRS Reports – Financial , SSRS Reports – HR

Other Access Needed: Please list specific accesses in the text box provided.

Employee

This position description is vacant.

Position Documents

1. [Organizational Chart](#) (PDF | 149 KB)

UC Org Chart
