

COEHD Associate Dean for Academic Programs and Student Success (ADAPSS): Call for Applications

Position Description

The College of Education and Human Development is an intellectually vibrant, highly productive academic community that strives through its research, teaching, and service to improve life outcomes for all citizens. COEHD thus seeks a highly motivated and forward-thinking leader who welcomes the challenge of the new era in higher education. The role of the ADAPSS is critical to COEHD's mission and generally involves being in charge of: (a) initiating and facilitating academic degree and certificate development/approval and promoting student centric pathways, (b) institutional, system, state, and federal academic policy relative to COEHD academic programming, student admissions, retention, persistence, and graduation; (c) supervising, providing guidance and direction to the COEHD Student Success Center, Assistant Director of Graduate Student Success and Student Development Specialist team members, and other academic support staff; (d) ensuring all operations, processes, and procedures align to strategic academic priorities, which typically involves working closely with department chairs and [U]GARs; and other Associate Deans (e) making sure measures are in place to assure students have a high quality academic experience and are workforce ready. The ADAPSS is expected to incorporate best practices, use institutional research data to inform strategy and decisions, and involve leaders and faculty in ideation and proposal development. The ADAPSS shall be a COEHD tenured professor at the full rank or advanced associate professor and will report to the Dean of COEHD.

To apply, please send your CV and letter stating your interest and describing your knowledge, experience, and vision for this role in COEHD. Application materials are due to Tami Richards by June 18th, 2025.

Core Responsibilities of the ADAPSS:

Leadership

- Provide leadership to achieve the highest level of excellence in research, educational, and service activities of the college
- Provides infrastructure to help carry out college goals
- Acts on behalf of the college or dean through their responsiveness and presence to college and university matters
- Provide effective mentorship for all faculty and staff to ensure their individual success while also growing the impact of the College
- Provide an environment that is supportive of faculty and staff professional activities and goals
- Serve as a central figure available to address questions, concerns, and communications from students, faculty, staff, and others
- Serve a critical role in the mediation of conflicts

- Prepare annual reports describing accomplishments in academic programming and student success
- Take on additional responsibilities and assignments in consultation with the dean and other relevant members of university leadership

Strategic Planning

- Participate in the strategic planning processes of the University/College
- Foster partnerships and collaboration within and outside the College by working across departments, other Colleges, University offices, Centers, Institutes, etc. to maximize teaching, research and service outcomes

Academic Programs and Student Success

- Development of new academic and certificate programs in graduate and undergraduate studies
- Optimizing COEHD admissions and registration processes
- Overseeing key performance indicators (e.g., retention, persistence, graduation)
- Enhancing clinical and graduate preparation and career readiness
- Ongoing monitoring of accreditation and professional standards
- Monitoring/implementing/overseeing THECB policy developments/changes
- Overseeing general academic related compliance
- Overseeing graduate assistant operations and administration
- Coordinating with the Student Success Center to maximize academic supports
- Engaging COEHD faculty and leaders in strategic planning
- Providing regularized reports to the COEHD dean
- Representing COEHD in academic affairs for graduate and undergraduate studies