

Position Description: COEHD Associate Dean for Undergraduate Studies

Reporting to the Dean, and serving as a member of the COEHD senior leadership team, the Associate Dean for Undergraduate Studies will work closely with COEHD Associate Deans, Department Chairs, Program Coordinators and faculty, as well as university-wide administrators and programs, professional organizations, and community stakeholders to enhance all aspects of the College's undergraduate student success and undergraduate programming with particular emphasis on recruitment, retention, and four and six year graduation rates as well as curriculum alignment and program improvement. The Associate Dean for Undergraduate Studies acts as an administrative liaison between students and faculty, students and departments and between various College and Campus offices that offer additional student services. In addition, the Associate Dean is responsible for defining, developing and implementing strategic future directions for critical academic initiatives within the college. These initiatives include innovative curriculum and program design, strategies and programs for improving the undergraduate student success (e.g., improve time to graduation, maintain a world-class academic climate, and promote wellness resources); supporting the state's K-12 pipeline through innovative Pk-12 partnerships, collaboration with community colleges on transfer and 2+2 initiatives; fostering innovation in undergraduate education including online and innovative classroom and teaching lab approaches; supporting campus-wide, cross-disciplinary education and pursuing international partnerships. The Associate Dean represents the College on the campus and nationally through participation on various boards, committees, and groups.

Responsibilities

In addition to fulfilling the responsibilities of a faculty member in one of the College's academic departments, as negotiated with the Dean and the Department Chair (i.e. teaching 1:1, service, DFRAC, DAPCC, supervision of doctoral students), the Associate Dean for Undergraduate Studies will be responsible for the following:

- Serve as Internal/External COEHD Representative.
- Represent the COEHD in campus and community meetings related to undergraduate studies and initiatives.
- Represent the college at regular monthly meetings of associate deans with the Associate Provost for Undergraduate Education.
- Oversee and serve as an ex officio member of the CAPCC related to UG curriculum.
- Primary responsibilities related to strategic enrollment, recruitment, retention, and graduation for UG students; innovative and effective UG curriculum development with departments and program.
- Work with the Associate Dean for Professional Preparation, Assessment, and Accreditation and the Associate Dean for Graduate Studies on program development, sequencing, alignment.
- Attend state, local, and national meetings related to UG student success and UG education as required.
- Develop professional development activities for COEHD faculty surrounding UG student success.

Strategic Planning and Reporting

- Lead the strategic enrollment management efforts surrounding UG programs.
- Work closely with the Office of the Associate Provost for Undergraduate Education to implement strategic research initiatives.
- Lead the WSCH production initiatives surrounding UG programs.

- Curriculum audits and alignment (in collaboration with the Associate Dean for Professional Preparation, Assessment, and Accreditation) to university, state, and national standards/accreditation agencies.
- Develop and oversee UG student success initiatives.
- Oversee course scheduling and enrollment management.
- Monitor course enrollments and ensure operating efficiencies.
- Lead program review and reporting process by CIP code.
- Plan and implement initiatives that support the success of COEHD students throughout their academic programs and into their careers, including efforts to improve student retention and graduation rates.
- Collaborate with faculty, staff, and leadership of the COEHD to develop and implement innovative and distinctive undergraduate curricula.
- Provide oversight of curricular systems: academic planning, catalog, new courses and programs, and class and program fees.
- Serve as ex officio and reviewer of CAPCC; review and assist with all UG curriculum changes in conjunction with the Associate Dean for Professional Preparation, Assessment, and Accreditation.
- SACSCOC accreditation lead in COEHD (working closely with the Associate Dean for Professional Preparation, Assessment, and Accreditation and the Assessment Coordinator).
- Oversee online education and online curricular development team for UG online learning.
- Support innovation in pedagogy and help design opportunities for experimentation with technology, online teaching, hybrid degree programs and new approaches to studio teaching and critique.
- Analyze and report on enrollment, retention, and graduation trends, as well as local and national trends and assist/advise programs in planning for enrollment fluctuations.
- Connect with community colleges and other institutions to support transfer students and degree coordination.
- Work with COEHD and the university to maintain and develop innovative clinical and service learning opportunities and programs for UG students in COEHD (pipe-line, internships, 2+ 2, dual credit, etc.).
- Develop and oversee COEHD-wide strategic recruitment plan in conjunction with Department Chairs, Program Coordinators, and the Associate Dean for Graduate Studies and the Associate Dean for Professional Preparation, Assessment, and Accreditation.
- Assist students with academic issues, grievances, grade appeals, etc. and facilitate referrals for financial, social and health issues to on- and off-campus offices and support services.
- Prepare or assist with preparation of internal and external reports for certification, accreditation, and other reports related to student success and learning outcomes.
- Supervise student recognition programs such as the Dean's List, UG student celebrations and events; plan and oversee events such as Orientation, Fall Welcome, and commencement activities, etc. .

- Assist with grievances, student concerns, disciplinary actions, appeals, etc.
- Provide leadership in initiating, evaluating, and improving student services and activities for undergraduate students in the college
 - Oversee advising for undergraduate students which includes advising for academic progress and program completion; facilitating registration and scheduling.
 - Work with Development to obtain UG scholarship funds and oversee UG scholarship management.
 - Work to develop international opportunities for students.
 - Develop, implements, and evaluates strategies to increase retention and graduation rates for undergraduate students, including student success activities and events.
 - Work with the COEHD faculty and Department Chairs and the Associate Dean for Faculty Development and Research to develop opportunities for undergraduate students to be involved in COEHD engagement activities with research centers, institutes, clinics, labs, and community partners.

External Responsibilities to the University

- Serves as a member of the COEHD Leadership Team and Work Groups
- Participate in monthly University-wide Associate Deans' meetings and be a liaison between the college and university.
- Contribute to policy review and revisions related to undergraduate education.
- Contribute to CLASS and other student success initiatives from the President and Provost.
- Oversee catalog revisions for the college including appropriate approval by department and college curriculum committees.
- Work with departments on proposals for new programs, minors, concentrations, etc. in collaboration with the University College as relevant.
- Work with departments on phasing out programs, minors, concentrations, etc. in collaboration with the University College as relevant.
- Oversee CIP code designations and updates.
- Manage undergraduate studies petitions process and reviews.
- Plans and participates in UTSA Recruiting and Orientation activities and helps coordinate with their College.