

# **2013-2014 Goals and Objectives of the Office of the Dean of Faculties and Graduate Studies**

## **Mission**

The Dean of Faculties and Graduate Studies Office provides leadership, guidance and administrative services in support of the University of Wisconsin-Superior academic departments, graduate programs, and their faculty.

## **Vision**

To foster an atmosphere of unity and cooperation among departments, faculty, and staff in support of student engagement, success, recruitment and retention.

## **Goals and Objectives 2013-2014**

### **Goal 1:       Employ open, consistent and transparent communication**

1. Maintain a campus presence that is accessible to chairs, faculty, and staff through short-turn around appointments, open door access each day for several hours, and attendance at multiple campus meetings and activities (ongoing).
2. Conduct twice monthly department chair meetings with published agendas and notes (ongoing).
3. Maintain a web page for the Dean of Faculties and Graduate Studies which is useful in providing access to appropriate forms and links for chairs and faculty.
4. Develop and provide an annual chairs' planning calendar.
5. Provide various constituencies with an annual opportunity to review the Dean's academic year performance.

### **Goal 2:       Provide leadership and guidance to academic departments, graduate programs, chairs, Undergraduate Academic Affairs Council, and Graduate Council.**

1. Provide on-going consistent annual oversight of the annual personnel processes, to include:
  - Appropriate personnel notifications provided throughout the process,
  - Informational sessions provided for all candidates for various personnel review processes,
  - Review of all submitted personnel documents and portfolios,
  - One-to-one meetings conducted with all candidates for retention, and
  - Written feedback provided to all candidates for retention.
2. Develop and conduct an orientation for new chairs by December 2013
3. Develop a written chairs' guide by July 2014.

4. Support strategic integration of the HIPS through increased conversations among the HIPS with one another and within the General Education Committee throughout the 2013-2014 academic year.
5. Increase the number of articulation agreements approved during 2013-2014 to guide and facilitate transfer into UWS.

**Goal 3:           Manage resources effectively to support the successful operations and outcomes of academic departments and graduate programs**

1. Develop and assign 2014-2015 departmental staffing budgets which reduce dependence upon unfunded adjuncts hires and overload by 3-5% over the current academic year's total.
2. Work with departments to develop curriculum and staff scheduling in line with their resources (ongoing).
3. Serve as a resource to Undergraduate Academic Affairs Council in reviewing academic curriculum and policy proposals (ongoing).
4. Provide ongoing support to and advocacy for Graduate Council and graduate programs throughout 2013-2014 in the areas of:
  - Marketing (for example, arrange for use of Cappex and Zinch),
  - Recruitment and retention planning (arrange for graduate representation to these committees, have graduate programs develop and follow up on recruitment and retention plans), and
  - Strategic plan development.