

**UNIVERSITY OF WISCONSIN SUPERIOR**  
**POSITION DESCRIPTION**  
**Associate Dean, Academic Affairs**

<b>Type of Appointment:</b>	A Minimum of 0.50 reassign time, 9 months, plus additional summer appointment
<b>Office Location:</b>	TBD
<b>Reports to:</b>	Dean of Faculties
<b>Evaluation:</b>	Evaluation and retention occurs annually according to Unclassified Staff policies.

**Purpose:**

The Associate Dean for Academic Affairs performs administrative duties to assist the Dean of Faculties and Graduate Studies with specific initiatives. This position typically is for up to three years; in this iteration, the contract would begin on January 1, 2013, and conclude in May 2016. It carries with it up to a 3 year minimum of 0.50 reassign time for administrative duties which may include specific project areas. The position allows for up to a two course reassignment (1/2 of load reassignment) each semester, with a possible additional summer appointment.

The position provides a full-time faculty member with the opportunity to assume a half-time administrative role to expand his/her leadership skills, while providing a valuable service in support of important campus initiatives.

**Duties and Responsibilities:**

- Work with the Academic Departments and the Dean of Faculties to strengthen, coordinate among, integrate, implement and showcase the Liberal Arts High Impact Practices on campus.
- Provide leadership and coordination with departments in transfer/articulation issues.
- Assist in coordination of efforts to more effectively include adjunct instructors in university activities.
- Provide leadership in supporting Credit for Prior Learning initiatives on campus and updating the policies and procedures associated with CPL.
- Provide facilitation to and staffing for the Faculty Development and Sabbatical Committee.
- Maintain active, responsive, and positive communication with faculty, staff, chairs, directors, and other university members.
- Represent the Dean of Faculties and the University at System Dean's meetings and other UW-System and community events as requested by the Dean.
- Assist the Dean of Faculties with the development of a culture of quality, trust, and accountability.
- Other duties as assigned.

**Qualifications:**

This position is open to any tenured, full-time faculty member at UW-Superior who has a demonstrated commitment to the goals and values of the University of Wisconsin – Superior.

Interested individuals must have knowledge of varied instructional methods, including the use of technology, and an understanding of, and an appreciation for, the importance of a liberal arts education and the role of the liberal arts in a university and society.

**Additional qualifications include:**

- Experience in budget management preferred.
- A willingness to attend a variety university events during day, evening, and weekend hours.
- Excellent written and oral communication skills.
- Experience working effectively with students, faculty, and staff.
- Superior organizational skills.
- A high degree of energy, creativity, initiative, and flexibility.
- A readiness and ability to work cooperatively and collaboratively.
- An acute attention to detail.
- Capacity for growth and leadership.

**To Apply:**

Interested applicants may submit a curriculum vita and a letter of interest outlining how you meet the expectations and criteria for the position by November 1, 2013, to Ms. Amy Missinne, Old Main 210. Also include a letter/memo indicating that your department has discussed the ramifications of your application and has a plan to address your reassigned time. Please direct any questions that you may have to the Provost about the position before October 28<sup>th</sup>. The decision will be announced by November 20<sup>th</sup>.

**Start Date:** January 1, 2013.

**UW-Superior is an AA/EEO employer and educator.**