INTERIM DEAN OF FACULTIES AND GRADUATE STUDIES
University of Wisconsin Superior
Position Description

POSITION: Interim Dean of Faculties and Graduate Studies
(June 1, 2013-June 30, 2014)
REPORTS TO: Provost and Vice Chancellor for Academic Affairs

LEADERSHIP AND SUPERVISORY RESPONSIBILITY FOR:
Academic Department Chairs, Associate Dean for Academic Affairs

Liaison Relationships with the members of the Provost's Leadership Team.

Duties and Responsibilities:

1. Provide leadership in the development and maintenance of high quality instructional undergraduate and graduate program, research, and public service programs.
2. Provide leadership in the development of curricula, academic excellence, and learning experiences for the students.
3. Provide leadership for graduate programs and works with the Graduate Council in the formulation of general policy.
4. Serve as an advocate for graduate programming.
5. Supervise and evaluates graduate office staff.
6. Manage the all budgets for the Graduate Office and Dean's Office.
7. Work with the Graduate Council, Department Chairs for Graduate Programs, and Enrollment Management to establish goals, plans and marketing strategies for graduate programs.
8. Supervise the activities of the academic department chairs and Associate Dean of
    a. Academic Affairs.
9. Develop policy in consultation with the academic staff senate, faculty senate, and administration.
10. Facilitate decision making in the best tradition of shared governance.
11. Work with the Provost and Departments to strengthen the University's ability to recruit and maintain faculty and staff of quality. In particular, to implement plans to attract more under-represented faculty and staff.
12. Represent UW-Superior interests when interacting with members of the UW System administration and peers from UW institutions as needed.
13. Serve as one of the primary officers responsible for developing the University's Academic Department operating budgets.
14. Provide leadership in the development and continued improvement of academic programs, to include assessment of student learning, and in the promotion of academic excellence and learning experiences for both undergraduate and graduate students.
15. Work with the Provost to procure and allocate resources to the academic programs based on student demand and goals of the Strategic Plan and Academic Plan.
16. Work with the departments and governance groups to develop and/or improve academic personnel policies and other related operating procedures
17. Promote scholarly activities and professional development opportunities for the faculty and staff in academic programs.
18. Provide leadership for implementation of our Liberal A1is High Impact Practices.
19. Perform other work related duties as assigned.

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TERMS OF EMPLOYMENT:
"Limited Appointment" as defined in the Wisconsin Administrative Code, Sec. UWS-15.01.

EVALUATION:
Evaluation of performance occurs periodically and in a manner prescribed by the Provost and Vice Chancellor for Academic Affairs and University and System Policy.

Bjerketvedt,Erika J

From: Hensrud,Faith C
Sent: Sunday, June 09, 2013 9:15 PM
To: Bjerketvedt,Erika J
Cc: Blue,Elizabeth T
Subject: PD_Interim_Dean of Faculties_June2013
Attachments: PD_Interim_Dean of Faculties_June2013.doc

Dear Erika,
Please complete a new contract for Liz Blue with the following changes to her contract that was dated May 7, 2012.
I have revised and attached the position description.

Title is Interim Dean of Faculties and Graduate Studies.
Dates of the appointment are July 1,2013 – June 30, 2014
Salary for the position is $95,000.

Let me know what questions you have.

Thanks,
Faithy