UNIVERSITY OF WISCONSIN SUPERIOR
POSITION DESCRIPTION
Dean of Academic Affairs

Position Summary:

The Dean of Academic Affairs reports to and works with the Provost/Vice Chancellor of Academic Affairs to provide leadership and ensure academic integrity for majors and programs across academic departments and co-curricular units; procures and allocates resources to academic programs based on student demand and the goals of the Institutional Strategic Plan and the Academic Plan; facilitates fairness, equity, and diversity in the recruitment, evaluation, and advancement of faculty, academic instructional staff, and academic administrators; develops and/or improves academic personnel policies and other related operating procedures. Serves with others as a member of the Academic Leadership Team led by the Provost.

Duties and Responsibilities:

Academics

- Provide leadership in the development and maintenance of excellent academic programs and initiatives, research programs, and public service programs.
- Represent UW-Superior’s interests when interacting with members of the UW System Administration and peers from UW institutions as needed.
- Provide leadership in the development of timely, high quality, relevant, and cost-effective curricula and learning experiences for all students.
- Provide leadership in the development and continuous improvement of academic programs through assessment of student learning.
- Work with the Center for Excellence in Teaching and Learning (CETL), academic Department Chairs, and the Provost to implement and continuously advance UW-Superior’s Liberal Arts High Impact Practices (HIPs).
- Facilitate decision-making in the best tradition of shared governance.
- Develop and/or advocate and implement academic policies, personnel policies and procedures, and other related operating procedures in consultation with Departments, Faculty Senate, Academic Staff Senate, and the Provost.
- Collaborate with various individual within Academic affairs and across campus to advance the university’s academic mission.
- Participate on and or provide leadership to various committees as appointed or requested, such as Chancellor’s Cabinet, Provost Leadership Team (PLT), Department Chairs, Graduate Council,
Strategic Planning Core Team (SPCT), Higher Learning Commission (HLC) compliance teams, Academic Calendar, and search and screens.

**Fiscal**
- Collaborate with the Provost to procure and allocate resources to the academic programs based on student demand and goals of the Institutional Strategic Plan and Academic Plan.
- Serve as one of the primary officers responsible for developing the University's Academic Department operating budgets.
- Manage the budgets associated directly with the Dean of Academic Affairs Office.

**Personnel and Professional Development**
- Promote scholarly activities and professional development opportunities for faculty and academic staff.
- Oversee ongoing annual faculty personnel review processes, manage legal notifications, lead and support orientation processes, ensure that deadlines are met, and make recommendations regarding retention, promotion, tenure, post-tenure, and annual reviews.
- Implement and oversee investigations of personnel complaints and grievances, student complaints, and coordinate other personnel matters, such as performance improvement plans.
- Create, research, interpret, and reference policies and procedures in collaboration with other offices and constituents.
- Partner with the Provost and Departments to strengthen the University's ability to recruit, hire, and maintain faculty and staff of quality. In particular, develop and implement plans to attract and retain greater numbers of underrepresented faculty and staff.
- Supervise and evaluate the Dean’s Assistant and any Assistant or Associate Deans.
- Complete mandatory trainings and professional development opportunities as assigned.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**
- Strong managerial and leadership skills that include the ability to make ethical decisions.
- Strong decision-making skills, ability to initiate and complete actions in a timely manner, problem-solving skills, and personnel management.
- Excellent communication and organizational skills.
- Ability to communicate openly and clearly.
- Ability to collaborate with individuals and offices to support teaching, learning, and research programs and strategies.
- Ability to handle conflicting demands and to make decisions through thoughtful deliberations and consultations.
- Deep knowledge of shared governance that extends beyond theory to practice.
• Appreciation and knowledge of the importance of a liberal arts centered education and the practice of the liberal arts in developing students for service and leadership in their communities.

Required Qualifications:

• Earned doctorate or a terminal degree from a regionally accredited university
• Leadership experience as an academic Department Chair, Associate Dean, Director of an academic program or equivalent

Desired Qualifications:

• Earned doctorate or terminal degree in academic area (arts, business, education, humanities, social sciences, and sciences) offered at UW-Superior
• Leadership and experience within a public university system
• Demonstrated commitment to implementing and advancing equity, diversity, inclusion, and belonging
• Successful record of teaching, scholarship, and service that merits appointment as a tenured full professor in a discipline offered by UW-Superior
• Budget and personnel management experience