



Position Description

Associate Vice Chancellor for Academic Affairs

University of Wisconsin-Whitewater

The Associate Vice Chancellor (AVC) for Academic Affairs provides leadership for a number of academic initiatives and reports directly to the Provost and Vice Chancellor for Academic Affairs, the Chief Academic Officer for the institution. The AVC serves as the lead member of the Provost's staff and as the ranking academic officer on campus in the Provost's absence.

The Associate Vice Chancellor has direct supervisory responsibility for the Office of Institutional Effectiveness, University Honors, and Undergraduate Research Program. The AVC also oversees the curricular approval of academic programs on campus and within the UW System, supports the faculty personnel review process, coordinates events such as fall orientation and the University Awards process, and leads or serves on a variety of university committees. The AVC also works collaboratively with the following colleges, programs, and offices: College of Arts and Communication; College of Business and Economics; College of Education; College of Letters and Sciences; School of Graduate Studies and Continuing Education; Multicultural Affairs and Student Success; Instructional, Communication and Information Technology; University Library; Enrollment and Retention Services; and the Center for Global Education.

The Associate Vice Chancellor for Academic Affairs is responsible for:

1. *Coordinating the undergraduate curricular approval process. (20%)*
 - a. Review all undergraduate course proposals and special course proposals submitted by departments for accuracy and completeness and approve special courses.
 - b. Chair the University Curriculum Committee, in which course proposals and curricular changes are approved or received and recorded, and sign the forms.
 - c. Answer questions regarding curricular proposals and/or pre-review curricular proposals prior to their submission to UCC.
 - d. Review the draft UCC agenda for completeness and accuracy before it is sent to UCC members and uploaded to the UCC web site, and review UCC minutes prior to their being uploaded to the UCC web site.
 - e. Oversee the *UW-W Curricular Handbook*, updating when changes are made to curricular approval process.
 - f. Establish and chair *ad hoc* UCC subcommittee to consider issues of relevance to UCC as needed.
 - g. Coordinate the Currency of Bulletin process every other year (fall semester).
 - h. Prepare the annual report that lists new majors and minors and deleted majors and minors, which is sent to UW System (due date to System: July 1).
2. *Serving as liaison to UW System regarding program planning, authorization, and updating; and as liaison for articulation agreements. (15%)*
 - a. Coordinate the Entitlement to Plan process for UW-W academic programs proposing new majors:
 - i. Meet with program faculty who wish to offer a new major to orient them regarding the academic planning processes required by UW System. Contact UW-W's System Planning Representative to notify System that an Entitlement to Plan proposal will be forthcoming.
 - ii. Coordinate with UW-W program planning faculty in preparing and editing the Entitlement to Plan proposal and prepare memo sent to System which accompanies the final Entitlement to Plan proposal.
 - b. Coordinate the Authorization to Implement process following approval of Entitlement to Plan:
 - i. Serve as the Provost's representative on the 3-person Program Planning Committee (with UW System liaison and UW-W faculty proposer) in completing the Authorization to Implement process.
 - ii. Draft and review drafts of the Authorization to Implement document.
 - iii. Work with the UW-W faculty proposer to identify external reviewers for the Authorization to Implement document, and upon receipt of the external reviewers' comments regarding the proposed major, re-edit the Authorization to Implement proposal.
 - iv. Work with the UW-W faculty sponsor and UW System Representative to prepare the budget for the Authorization to Implement proposal.

- v. Prepare the memo from the Provost that is sent to System which accompanies the final Authorization to Implement document.
 - vi. Serve as the primary point of contact between UW System and the campus during the Authorization to Implement process.
 - vii. Five years after the new major has been approved, work with the Director of Academic Assessment to serve on the 3-person Joint Program Review Committee to read the self-study prepared by the program coordinator/department and make a final recommendation of: continue the program; revise the program; or eliminate the program.
 - viii. Prepare the memo from the Provost that is sent to System with the recommendation of the Joint Program Review.
 - ix. If the result of the Joint Program Review process is the recommendation to continue or to revise, work with UW-W program faculty and the coordinator of the Audit & Review process to add the new major to the Audit & Review cycle.
- c. Coordinate the review and consultation of proposals for academic programs from other UW System institutions.
3. *Providing leadership and support, where necessary, to a variety of academic change initiatives, including, but not limited to: revision of general education program, academic assessment, inclusive excellence, retention and graduation, institutional accreditation, and integration of the Liberal Education and America's Promise principals into the UW-W curricula and educational processes. (15%)*
 4. *Supervising the directors of the Office of Institutional Effectiveness (includes academic assessment, academic program evaluation, and institutional research), Honors Program and Undergraduate Research Program. (15%)*
 - a. Oversee the budgets of the Office of Institutional Effectiveness, Honors Program and Undergraduate Research Program.
 - b. Meet with the Directors of the Office of Institutional Effectiveness, Honors Program and Undergraduate Research Program.
 - c. Conduct annual reviews of the Office of Institutional Effectiveness, Honors Program and Undergraduate Research Program.
 - d. Participate in Office of Institutional Effectiveness, Honors Program and Undergraduate Research Program programs/activities.
 5. *Managing Academic Affairs website relevant to the Purple Book (provides information on tenure and promotion, merit, annual reviews and face-to-face reviews are updated for faculty and for administrators). (15%)*
 - a. Meet with faculty representatives of the Personnel Rules Committee to identify updates that are needed to the *Purple Book* web site for faculty.
 - b. Update the *Purple Book* web site as needed on an annual basis.
 - c. Update the three sets of files on the "Personnel Policies and Procedures" link on the Academic Affairs web site.
 - d. Prepare the information that is to be duplicated for inclusion in the *Purple Book* distributed to each first-year faculty member.
 - e. Conduct the 2-hour orientation session on the *Purple Book* for new faculty in the First-Year Program (September).
 - f. Serve as resource for faculty and/or staff regarding personnel policies and procedures.
 6. *Coordinating Fall Orientation Week and Spring University Awards Program for faculty and staff. (10%)*
 - a. Review the Orientation Week schedule of the previous year with Academic Affairs staff for feedback, recommended changes, etc. (January)
 - b. Work with AVC staff to coordinate the dates/times for major events during Orientation Week, including Human Resources, LEARN Center, iCIT, Chair's Workshop, University Police Services, Work with AVC staff, Chancellor's staff, and HR to plan the New Faculty/Staff breakfast (e.g., new faculty/staff to be invited).
 - i. Design and facilitate Chair's Workshop during Orientation Week.
 - ii. Work with AVC staff to coordinate the Opportunity Fair (30+ campus organizations in addition to HR), normally held in the Kachel Center, Greenhill Center of the Arts, Monday morning after the New Faculty/Staff breakfast.
 - c. Coordinate the Spring University Award Nominees Reception (annually on Wednesday afternoon in April.)

- i. Work with AVC staff to update the web site with the award categories and deadlines for submitting materials.
 - ii. Collect nomination materials for the Roseman nominees and nominees for the Faculty Research Award, and make copies for Committee members as needed.
 - iii. Oversee selection of Roseman Award and the Faculty Research Award.
 - iv. Prepare the booklet for the University Spring Award Nominee Reception:
 - v. Serve as host/emcee for the Spring Award Nominee Reception.
 - vi. Forward information on the winners of the awards to Marketing & Media Relations for inclusion in the Commencement programs.
7. *Serving as the Provost's representative on UW-W Committees, including, but not limited to: Academic Standards, Academic Forgiveness, McNair Scholars Committee, Internal Audit Committee, General Education Review Committee, International Education Committee, and the University Technology Committee. (5%)*
8. *Completing miscellaneous duties as assigned by the Provost. (5%)*
 - a. Conduct fact-finding on issues such as student grade appeals, faculty-staff grievances, University and/or UW System policies, etc., as requested by the Provost.
 - b. Represent the Provost's office at selected events when the Provost is unable to attend.
 - c. Attend the Chancellor's Cabinet meetings when the Provost is unable to attend.
 - d. Complete *ad hoc* projects as requested by the Provost.
 - e. Answer faculty/staff questions regarding UW-W and where to find UW System policies on various issue.

