**Position Description: Associate Dean**

**School of Graduate Studies and Continuing Education**

In general, the role of associate dean in the School of Graduate Studies and Continuing Education (SGSCE) is one that supports the dean in leadership and capacity-building of sub-units, including Graduate Studies, Continuing Education Services, Summer Session, Winterim, Credit Outreach, (Center for Adult and Returning Students?), Research and Sponsored Programs, LEARN (faculty development) Center (including academic assessment), ~~University Learning Communities~~, Domestic Travel Study (and Fairhaven Lecture Series).

This support includes, but is not limited to: serving in an advisory capacity to the dean; assisting with strategic planning and implementation; supporting annual goal setting; collecting information relevant to SGSCE key performance indicators; engaging in budget oversight and budget planning; personnel recruitment and evaluation; determining regional educational, economic, cultural, and artistic needs; fostering relationships, collaborations and partnerships with internal and external constituents; engaging in program evaluation leading to improved service to key constituencies of SGSCE; identifying and developing new revenue-generating opportunities in credit and non-credit arenas; seeking intramural and extramural funding as appropriate to program and project development; promoting and supporting regional economic development—particularly in regard to the Whitewater University Technology Park and Innovation Center; representing SGSCE at various internal and external events, including and UW System meetings; and other duties as assigned by the dean (and the Provost).

It is expected that the associate dean will lead efforts to address a number of the strategic initiatives (over the course of next 3-5 years) that follow (to be negotiated and triaged with the dean).

1. School of Graduate Studies
	1. Nurture the development of new academic programs (and the revision of existing programs) in ways that promote program-level entrepreneurship--exploring opportunities for establishing new (self-sustaining) academic programs, and facilitating the conversion of traditional (under-performing) programs to self-sustaining models using credit outreach mechanisms and service-based pricing where appropriate.
	2. Conduct a comprehensive campus-wide evaluation of the quality of the UW-Whitewater “graduate experience” leading to conclusions about ways in which graduate programming can be improved, and further delineate how the graduate experience differs from the undergraduate experience. (Per HLC 2006 observation.)
	3. Enhance recruitment and increase enrollment of multicultural graduate students. (Per Growth Agenda.)
2. Continuing Education Services
	1. Expand opportunities to develop and promote (non-camp) non-credit programming that effectively and profitably utilizes the skills and expertise of UW-W faculty and staff to serve continuing professional development needs at regional, national, and international levels.
	2. Work collaboratively with the Alumni Office to facilitate the development of a non-credit program that address personal enrichment interests of alums in ways that (re)connects them with the campus.
	3. Identify ways to use credit outreach and non-credit programming to better blend internationalism and multiculturalism, and increase understanding of these commitments as central to university curricular and co-curricular priorities.
3. Credit Outreach, Summer Session, Winterim
	1. Lead a comprehensive evaluation of Summer Session and Winterim in ways that would facilitate more effective delivery (more directly address student needs), improve instructional and non-instructional quality, increase enrollment, and allow for greater flexibility in instructional compensation.
	2. Work collaboratively with the College and Education to identify needs and challenges of K-12 students, teachers, and administrators in schools throughout the region, and develop and deliver credit and non-credit programming relevant to said needs and challenges. (Assist the College of Education in re-establishing itself as a key resource in the region for K-12 educators and administrators.)
	3. Develop services for assisting UW-W faculty and instructional staff converting and/or designing courses for online delivery (in accordance with *Quality Matters* principles), and a process for training ad hoc faculty to effectively deliver these courses via credit outreach.
4. Research and Sponsored Programs
	1. Develop a process for funding, promoting and chronicling the value of expanding applied and community-based research projects, including an identification and evaluation of community impact dimensions.
	2. Promote and facilitate technology commercialization, entrepreneurship, intrapreneurship, and economic development in ways that utilize skills and talents of faculty and staff and maximize benefits to the campus and the region. Establish a benchmark for patents?
	3. Provide support and leadership in the launch (January 2011) and long-term success of the Whitewater University Technology Park through the coordination of skills and ideas of UW-W faculty and staff.
5. Regional Outreach and Engagement
	1. Assume a leadership role in conceptualizing a method for coordinating and evaluating the many disparate threads of campus-wide outreach and engagement (ranging from the various Centers on campus to service learning) in a way that helps the campus better evaluate impact and strategically adjust its focus. (Per HLC observation in 2006).
	2. Seek out collaborations with area educators generally and school districts in southeastern Wisconsin specifically through programming and a partnership with CESA2.
	3. Extend and improve the coordination and support in sharing institutional resources and expertise with local communities generally, and the City of Whitewater specifically, in ways that promote and endorse life-long learning.
	4. Identify strategies for effectively partnering with the Whitewater Unified School District in ways that help district schools fulfill their missions.
	5. Identify and implement strategies to better foster the reputation and visibility of UW-Whitewater as a resource to the region. Expand use of digital technologies in improving operational efficiency and creating greater awareness of credit and non-credit programs among internal and external constituencies. Develop a strategic marketing plan for the unit that incorporates such technologies.
	6. Significantly expand and SGSCE improve efforts at evaluating the impact (economic and otherwise) of programming on the region.
6. Serving Adult and Non-Traditional Student Populations
	1. Lead the development of an institutional approach to recruiting, matriculating, retaining, and graduating non-traditional student populations through a campus-wide enhancement of services and expansion of curricula and co-curricular programs targeted for non-traditional (particularly adult) students. (Per Growth Agenda.)
	2. Initiate the start-up of the Center for Adult and Returning Students (CARS).
	3. Develop “dual credit” programming and protocols that expand the university’s capacity to provide credit programming to college-bound juniors and seniors in area high schools. (Per Growth Agenda.)
7. Support Capacity Building of University
	1. Explore the opportunity and, as allowable in accordance with UW System policy, facilitate the expansion of the graduate instructional assistantship program in ways that bolster enrollment and support more efficient use of UW-W instructional resources.
	2. Develop a protocol for systematically sharing program credit outreach tuition revenues in responsible and strategic ways that assist colleges, divisions, and the institution in fulfilling its outreach and engagement mission.
	3. Continue to provide leadership with the Academic Transformation program, assisting departments in all four colleges explore how to more effectively deploy instructional resources to improve student learning.
	4. Provide leadership in campus-wide efforts to assess the extent to which we are perceived to be student and/or client oriented, as we claim. (Per strategic plan and attending goals.)
	5. Support, where possible and prudent, campus efforts to develop long-term strategies to address challenges related to faculty/staff compensation and workload.