

**Dean of the College of Letters and Sciences
University of Wisconsin-Whitewater
Position Description**

The University of Wisconsin-Whitewater seeks a visionary leader for the position of Dean of the College of Letters and Sciences to serve as the chief academic and administrative officer of the college.

The Dean is responsible for the leadership, administration and operations of the College in support of the College's mission, which is to provide students with the essential elements of a liberal education in humanities, natural sciences, and social sciences. Areas of responsibility in this position include articulating a shared vision and priorities; developing a plan for reaching that vision and achieving goals; supporting student recruitment, retention and graduation; fostering a culture of equity, diversity and inclusion; creativity and innovation; ensuring academic integrity; overseeing faculty and staff selection, retention, promotion and evaluation processes; encouraging and supporting excellence in teaching, research/scholarly activity and service; promoting collegiality and collaborative relationships across departments, colleges and divisions as well as externally; managing the fiscal well-being of the college; and developing relationships with alumni, donor, corporate, and community stakeholders. This is a full-time, 12-month limited administrative appointment reporting to the Provost and Executive Vice Chancellor for Academic Affairs.

College Information:

The College of Letters and Sciences forms the core of the University, providing students with the essential elements of a liberal education in humanities, physical and natural sciences, and social sciences. With an annual operating budget of over \$14 million, it is the largest College in the university with 15 departments, 4 graduate programs and nearly 300 faculty and staff. The College of L&S enrolls approximately 3600 students in more than 60 majors, minors, and pre-professional programs in traditional liberal arts and sciences disciplines as well as in a wide range of interdisciplinary programs. The College's commitment to helping students develop the skills and knowledge necessary for success in a rapidly changing, increasingly diverse and interconnected world is evident in its significant contributions to the university's general education program including its core curriculum. To learn more about the College, visit <http://www.uww.edu/cls>.

Campus Information:

UW-Whitewater (<http://www.uww.edu>) is the largest regional comprehensive university within the UW System and enjoys a reputation as a high quality residential campus located near the scenic Kettle Moraine State Forest in southeastern Wisconsin. UW-W is situated on 400 acres of land and has an annual budget of more than \$219 million. UW-W is located in the community of Whitewater, which has 14,622 residents and is within convenient driving distance to the metropolitan areas of Madison, Milwaukee and Chicago. The university enrolls more than 12,000 students in 50 majors housed within four academic colleges. UW-Whitewater also offers 22 master's degrees and a Doctorate in Business

Administration. The university's strategic plan can be found at: <http://www.uww.edu/strategic-plan>. It has a special mission within the UW System to serve students with disabilities and, as such, embraces the principles of university design and is one of the most accessible campuses in the state. UW-Whitewater is a Division III NCAA university and member of WIAC (<http://wiacsports.com>). The campus has over 200 student organizations and is a vital economic engine for southeastern Wisconsin.

UW-W is committed to seeking and sustaining a culturally and ethnically diverse campus environment, building a diverse faculty and staff with expertise and interest in serving students with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways. The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and veterans.

Organization Information:

The University of Wisconsin-Whitewater is part of the 13-campus University of Wisconsin System (<https://www.wisconsin.edu>).

Wisconsin Statute 19.36(7)(b) provides that applicants may indicate in writing that their identity should be kept confidential. In response to a public records request, the University will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful final candidate will be released. See Wisconsin Statute 19.36(7)(a).

UW-Whitewater requires criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

For UW-W campus safety information and crime statistics, see <https://www.uww.edu/adminaffairs/police/safety-reports-and-statistics> or call the UW-W Police Department at 262-472-4660.

Job responsibilities for the Dean include:

1. Provide transformative vision, leadership, and advocacy for the college
2. Establish and maintain a cooperative, collegial work climate which enhances communication, trust, and productivity of and among faculty, administrative staff, support staff, and students
3. Create and implement a strategic plan that leads the College to distinction and is aligned with broader university strategic goals and priorities (<http://www.uww.edu/strategic-plan>)
4. Promote the value of liberal education through College programs and university collaborations
5. Manage the fiscal well-being of the College, including identifying and attracting new resources
6. Oversee the recruitment, appointment, review, retention, and professional development of faculty and staff
7. Support student recruitment, retention, and graduation

8. Work with University Advancement to establish and achieve philanthropic goals and build relationships that advance the goals of the college, including providing leadership to the Dean's Advisory Board
9. Assure ongoing quality, integrity, and continuous improvement in the College's academic program array at both the undergraduate and graduate level, and in both traditional and online programs in order to ensure strong enrollment and vitality
10. Provide leadership to initiatives that foster and enhance inclusive excellence and multicultural and global competence in the College
11. Participate as a member of the university administration and work collegially and collaboratively with leadership across campus to support the priorities of the campus
12. Provide leadership to the Dean's Advisory Board, fostering board engagement with the college both internally and externally
13. Promote College interests, activities, and partnerships with the surrounding community as well as regionally, nationally, and internationally
14. Other duties as assigned

Required Qualifications:

- A distinguished record of accomplishment in the areas of teaching, research, and service that merit appointment as a tenured faculty member in one of the departments of the college. Although candidates who have achieved the rank of Professor are preferred, an Associate Professor will be considered if they possess exceptional leadership and administrative experience.
- A record of progressively more responsible administrative experience as a department chair, assistant/associate dean or other equivalent administrative experience that demonstrates a commitment to collaborative leadership and responsible management that fosters trust, respect and successful working relationships with students, faculty, staff and administrators.
- Evidence of visionary leadership, strategic planning and execution.
- A record of transparent, strategic and effective fiscal management.
- Excellent communication and interpersonal skills with a commitment to promoting a collegial, collaborative work and learning environment.
- Demonstrated commitment to the principles of shared governance.
- Commitment to the values of liberal education as envisioned in the university's mission.
- Evidence of commitment to academic excellence, student success, and cultural diversity.
- Demonstrated commitment to servant leadership, personal and professional integrity, and creating a climate of support and advocacy that ensures the success of diverse populations within the College.

Preferred Qualifications:

- Evidence of success in fundraising, including grants and philanthropy, public relations, working with advisory/community boards, and communications to external stakeholders.

- Familiarity with the accreditation standards associated with the Departments in the College.

Review of applications will begin on February 1, 2023 and continue until the position is filled. As a condition of employment, persons will have to submit to a confidential background check and submit official, sealed transcripts. All information obtained will be strictly confidential. The desired start date for the position is June 1, 2023 or sooner.

Application Process: Applicants should submit a cover letter of interest that indicates how the applicant's qualifications relate to the job responsibilities and qualifications and a complete and current curriculum vitae. A separate list of the names, email addresses, and telephone numbers of up to five references should also be submitted. The relationship of each reference to the candidate should also be included on this list.

SPECIAL NOTES:

The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and all veterans.

Wisconsin Statute 19.36(7)(b) provides that applicants for positions may indicate in writing that his or her identity should be kept confidential. In response to a public records request, the University will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wisconsin Statutes 19.36 (7)(a).

UW-Whitewater conducts criminal backgrounds checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

For UW-W Campus safety information and crime statistics/annual Security Report, see <http://www.uww.edu/asfr>. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.