

*Internal University of Minnesota Search*

**Vice Provost and Dean of Undergraduate Education  
Office of Undergraduate Education (OUE)  
Office of the Executive Vice President and Provost (EVPP)**

Applications and nominations are invited for the position of vice provost and dean of undergraduate education. This position is a 12-month, 100%-time, annually-renewable senior academic administrative appointment held concurrently with a tenured faculty position. Start date is in June 2024 or as soon as possible thereafter; terms and conditions are negotiable depending upon prior commitments and responsibilities of the selected candidate.

The vice provost and dean of undergraduate education is a senior leadership position reporting to the executive vice president and provost and is a member of the provost's leadership team. This position also works in collaboration with the Office of the President, leaders within freshman-admitting colleges, the Office for Student Affairs, Office for Equity and Diversity, and system campus leaders to advance strategic priorities that support the undergraduate educational experience.

This position requires an experienced faculty member with both strategic and managerial strengths in undergraduate education. The successful candidate should have distinguished academic credentials, a proven commitment to undergraduate education and institutional service, sound judgment, and excellent academic administrative experience.

**Role:**

The vice provost and dean of undergraduate education will have primary responsibility for providing strategic vision, direction, and support for the undergraduate academic education experience. This position oversees the central [Office of Undergraduate Education \(OUE\)](#), including curriculum administration, undergraduate policy, student success and enrollment initiatives and analytics, and assessment of student learning.

The vice provost and dean also oversees Academic Support Resources (i.e. registration, academic records, student finance, etc), Orientation and Welcome Week, Transfer Student Experience, Student Success (including Career and Academic Planning and Exploration, Tutoring and Academic Success, President's Emerging Scholars), the University Honors Program, Lindahl Academic Center, ROTC, Office of Undergraduate Research, Writing Across the Curriculum, the College Readiness Consortium, and the University's college in prison program (Transformation and Reentry through Education and Community).

The vice provost and dean partners with the University of Minnesota Foundation in development efforts to increase scholarship support in alignment with the University's strategic enrollment management plan and MPact 2025 student success measures.

Concurrent with this internal search, a national search is underway to hire a new associate vice provost for strategic enrollment management (AVPSEM) to assume responsibility for the office of undergraduate admissions and four-year scholarship programs for recruitment. This position will initially report to the vice provost and dean of undergraduate education; however, it is anticipated the position will be changed to report directly to the EVPP. Continued alignment and close collaboration between leaders in these positions and across central offices will be essential to meet undergraduate enrollment goals, access, outcomes, and student success.

The current vice provost and dean for undergraduate education oversees a budget of \$61 million and staffing resources of approximately 450 full-time staff members; the new AVPSEM will have responsibility for an operating budget of approximately \$12 million and 125 staff members from these totals.

### **Responsibilities of the newly hired Vice Provost and Dean of Undergraduate Education:**

- **Provide vision, leadership and advocacy** for the undergraduate educational experience at the University; explore opportunities, develop priorities, foster innovation, and implement strategies to address challenges in a shifting undergraduate education landscape
- **Ensure high-quality undergraduate education:** oversee curricular and program review and approval process through faculty committees; lead the University's core curriculum redesign efforts; oversee the development and implementation of undergraduate education policies in alignment with institutional goals and regulations; develop and implement assessment processes to ensure quality of undergraduate programs in alignment with accreditation standards and University goals
- **Scholarships and financial aid strategy:** set the agenda with key University leaders to leverage aid to students in ways that best utilize resources, ensure access and affordability, and minimize student debt; provide leadership and direction to new and continuing financial aid and scholarship programs (e.g., University Promise program, Native American tuition program, Northstar tuition program, donor-funded scholarship programs, etc.)
- **Development and fundraising:** partner with the University of Minnesota Foundation to set priorities, advocate and fundraise for academic scholarships for students in areas aligned with enrollment priorities (e.g., low-income, middle-income, Greater MN, high-ability, etc.); meet with donors and prospective donors to discuss scholarship opportunities and impact
- **Student success and retention:** develop and implement strategies to enhance student success, including the President's Emerging Scholars program; oversee strategies to improve graduation and retention rates; oversee the development and implementation of central advising initiatives
- **University leadership:** partner with the Provost's office, President's Office, University Relations, Budget and Finance, system campus leaders, and others on Board of Regents presentations, media requests, legislative requests and planning, and strategic and financial planning; serve on the System Enrollment Council and the state's P-20 council and executive committee
- **Collaboration and communication:** foster collaboration among the undergraduate colleges, academic departments, faculty, and other university units to promote a cohesive undergraduate educational experience; communicate effectively with students, faculty, staff, and external stakeholders to ensure transparency and engagement
- **Financial and human resource management:** oversee financial and staffing resources for units within the OUE portfolio; oversee OUE's budget and compact process; meet regularly with finance director and units regarding budget planning

### **Required Qualifications**

- Tenured faculty member at the University of Minnesota with a distinguished record of academic achievement: rank of associate professor required; full professor preferred
- Minimum of 3 years of experience as a department head/chair, associate dean, undergraduate program director, or other academic administrative position
- Demonstrated commitment to valuing and actively promoting equity, inclusion, and diversity

- Demonstrated ability to plan, manage, and supervise large and complex operational, financial, and staffing responsibilities
- Demonstrated commitment to supporting academic excellence
- Effective interpersonal and communication skills, including demonstrated effectiveness in consultation and collaboration and ability to communicate effectively with different audiences

### **Desired Qualifications**

- Demonstrated ability to build on existing momentum and advance a shared vision for undergraduate education, timely graduation, and student success and engagement
- Demonstrated understanding of the strengths and complexities of the colleges, and their contributions to undergraduate education and the undergraduate curriculum
- Ability to manage a large operation, stay apprised of all units and think of the system as a whole
- Experience in creating partnerships with deans, associate deans, and faculty
- Experience working successfully through organizational change
- Personal characteristics of resiliency, integrity, emotional intelligence, curiosity, relationship-building, strong work ethic, systemic thinker and communicator
- Commitment to shared governance and to developing productive relationships with faculty, student and staff leaders
- Understanding of assessment, changing student demographics, and state and national undergraduate educational challenges and opportunities

### **Application and Nomination**

Individuals wishing to nominate tenured faculty for this position should submit a letter of nomination and a brief statement of the nominee's qualifications for the position to: [provost@umn.edu](mailto:provost@umn.edu)

To apply, please send a letter of application, curriculum vitae, and contact information for three professional references to: [provost@umn.edu](mailto:provost@umn.edu)

**Applications will be reviewed beginning February 29, 2024** and accepted until the position is filled. All nominations and applications will be held confidential and will not be made public without permission of applicants.

*The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.*