

APPLICATION WINDOW

Open date: February 26, 2024

Application Review due date: March 26, 2024

Application Final date: May 24, 2024, (Pacific Time)

(Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.)

POSITION DESCRIPTION

Associate Dean and the Faculty Director University Honors
Division of Undergraduate Education
University of California, Riverside (UCR)

The successful candidate will report directly to the Vice Provost and Dean of Undergraduate Education and, as an Associate Dean in the Division of Undergraduate Education, will serve as The Howard H. Hays Professor and Faculty Director of University Honors.

The successful candidate will be responsible for providing vision and intellectual leadership for the University Honors (UH) program. University Honors is a four-year program enrolling approximately 400 new students each fall and approximately 1000 total students. University Honors students enroll in courses that count for breadth and university requirements while preparing them for a faculty-mentored research or creative projects in their final year.

University Honors is located on the third floor of Skye Hall and the faculty director will have an office in that space along with classrooms, a lounge, and offices for staff and counselors.

The Faculty Director is assisted by an Administrative Director, an Assistant Director, 4 full time counselors, an office manager and approximately 10 Honors faculty members (faculty fellows) who receive stipends for their involvement in the program. Honors faculty teach Honors courses and Ignition Seminars, help with programming, and advise students. Two Honors faculty supervise living-learning communities in the UCR residence halls. Together with the Director and the University Honors staff, these faculty members serve as the intellectual engine that keeps Honors students engaged and drive the momentum to move Honors forward.

Honors students enjoy a wide range of enrichment experiences and high impact practices including editorial engagement with the national honors journal Audeamus. A recent evaluation study showed that University Honors students perform better in their first-year classes than non-Honors students who come to UCR with similar academic qualifications. The report also showed high levels of satisfaction among University Honors students. Reviewers of University Honors have cited the high quality of senior theses produced by Honors students. University Honors has also begun to emerge as an important avenue for recruiting top high school students to the campus.

Qualifications:

The successful candidate will be a full professor who is active in scholarship. They must possess a rare combination of intellectual vision, leadership ability, administrative skill, and the drive and dynamism to build effectively on University Honor's achievements. The successful candidate will devote their energy to developing the visibility and effectiveness of the University Honors program.

Overview:

- Report to the Vice Provost and Dean of Undergraduate Education and serve as an Associate Dean in the Division of Undergraduate Education
- Provide vision and academic leadership for University Honors
- Work closely with the University Honors Administrative Director and their direct reports.
- 100% administrative appointment in the Division of Undergraduate Education

Responsibilities:

- Provide visionary leadership for development and implementation of a bold, equity-oriented, and data informed set of academic and high impact programs in UE and for the campus.
- Oversee the academic operations within University Honors.
- Identify and lead grant opportunities in support of University Honors & the Division of Undergraduate Education.
- Lead and coordinate strategic planning for University Honors to meet UCR's 2030 goals.
- Lead the evaluation and data management of University Honors.
- Coordinate with the Administrative Director of University Honors to manage annual budgets, support professional development, and provide visibility of the programs to campus partners and upper administration.
- Provides guidance and leadership in the implementation of policies, resolution of complaints, and updates to protocols.
- Establish, maintain, and monitor requirements for admission, retention, and graduation within University Honors to increase persistence, four-year graduation, and the percentage of students who complete capstone projects.
- Teach courses within University Honors including HNPG 2W, HNPG 149, HNPG 150, HNPG 198H, and HNPG 199H.
- Organize coursework, recruit faculty, and/or hire teaching assistants throughout the academic year.
- Review and update academic and curricular requirements on an annual basis to ensure a stimulating curriculum and that all Honors courses satisfy major or breadth requirements.
- Recruit faculty from across campus to teach University Honors courses, engage in faculty mentored research, and promote high-impact practices to students.
- Appoint Honors Faculty Fellows on an annual basis; establish requirements for, and assign responsibilities to, Honors Faculty Fellows; and hold regular meetings to inform Honors Faculty Fellows about updates within University Honors, as they enhance and support the programming within University Honors.
- Work closely with the Vice Provost and Dean of Undergraduate Education, Academic Senate, Advancement, International Affairs, Residential Life, deans, associate deans, department chairs, faculty, and other stakeholders to create and maintain programs for students from all schools and colleges.
- Identify innovative and creative initiatives to attract undergraduate students to all programs, while maintaining a focus on equity and servingness.
- Lead efforts to assess and evaluate the success of programs and work with the Office of Institutional Research and the Registrar to gather data in support of University Honors; lead direct reports in bold, goal-setting efforts informed by data.

- Serve as a member of the Division of Undergraduate Education Senior Leadership team and VPDUE Cabinet.
- Engage with University Advancement to leverage opportunities for the relevant portfolio and Division.
- Other duties as assigned.

Minimum Qualifications:

- Faculty rank of full professor
- Documented successful experience working with students
- Established record of success in teaching and curriculum development
- Evidence of ability to develop and maintain productive working relationships with colleagues across schools and colleges
- Evidence of outstanding leadership ability
- Evidence of administrative experience and ability to work with staff and faculty
- Evidence of excellent oral, written, and interpersonal communication skills
- Dependable, responsible contributor committed to excellence and student success

Preferred Qualifications:

- Academic leadership experience at the department, college, or university level
- Record of success in fundraising and donor relations.
- Success at identifying and securing additional funding sources to support student success efforts.
- Experience working in an environment that prioritizes unit and strategic goals informed by data.
- Documented history of working with students from diverse populations
- Record of working with community partners to support civic engagement opportunities for undergraduates
- Motivation to continue building a nationally recognized Honors program and Division of Undergraduate Education
- Demonstrated commitment to collaborative decision-making.
- Knowledge of, and experience with Academic Senate regulations
- Strong commitment to scholarship, engagement, and academic success for students across colleges, disciplines, and majors
- Demonstrated skills serving a diverse student population, particularly work with institutions designated as an MSI and/or HSI and/or AANAPISI
- Demonstrated knowledge of best practices supporting equity in higher education

Appointment Terms:

Subject to APM - 246-20-a, an appointment as a Faculty Administrator may be for a period of up to five (5) years, subject to reappointment. Appointments shall be made on a fiscal-year basis.

Salary:

Salary is commensurate with education and experience.

APPLICATION PROCESS

Document requirements

- Curriculum Vitae - CV must clearly list current and/or pending qualifications.
- Cover Letter
- Verification of Credentials
- Diversity Statement
- Three references internal and/or external to UCR.

Search Committee

The search committee will include a Search Chair, member of the Division of Undergraduate Education Senior Leadership team, a staff member from University Honors, UCR faculty representative(s), and student representation. Three to five finalists will be interviewed by the committee followed by on-campus meetings/interviews with campus stakeholders.

Submission of Application

To be considered for this position please apply at <https://aprecruit.ucr.edu/JPF01895>.

To ensure full consideration, application and all supporting materials should be received in APRecruit by March 26, 2024. The successful candidate will be announced during the spring term and may have the opportunity to shadow the outgoing Associate Dean during the spring quarter based on availability. Anticipated start date will be on July 1, 2024.

JOB LOCATION

Riverside, CA