



**Vice Provost for Undergraduate Education
Division of Academic Affairs**

Provost Kevin Carman invites applications from internal candidates to serve as Vice Provost for Undergraduate Education (VP-UG). The VP-UG is a member of the Academic Affairs leadership team and is expected to provide strong and visionary leadership to support the university's commitment to excellence in undergraduate programs. The VP-UG reports directly to the Provost and oversees 200 personnel in five supporting units.

The new VP-UG will demonstrate a commitment to student success and have a talent for being able to work within and across academic and administrative units to promote a climate that is optimal for academic and social development. Individuals who are solution-oriented; have leadership styles that influence, inspire, and produce results; and have the ability to think critically, work collaboratively, and communicate effectively in a complex, changing, and challenging landscape are encouraged to apply.

Essential Duties

- Provide visionary leadership in support of excellence in undergraduate education in accordance with the university and division strategic plans.
- Administer undergraduate student policies related to undergraduate student processes, including but not limited to academic dishonesty, grade appeals, and classroom grievances.
- Provide leadership for undergraduate student success and support services, including but not limited to the coordination, implementation, and assessment of the University Studies Program; oversight of academic programs that report directly to Academic Affairs; and facilitation of processes in proposing, vetting, and initiating new undergraduate degrees and certificates.
- Provide leadership and support of military program guidelines for our ROTC units.
- Build strategic partnerships with Wyoming community colleges to develop robust co-advising and co-admission structures that provide seamless opportunities for community college students to transition to UW into a major of their choice. This will include promoting coordination between academic advisors, the Office of Transfer Relations, Enrollment Management, and the Student Success and Graduation Hub.
- Assure that courses required for timely degree completion are offered in a strategic manner. This includes working with deans and academic advisors to optimize Summer and J-term classes that are most impactful for student progression.
- Provide leadership and decision making regarding the advising experience for students. Assuring that optimal structures are in place to provide students with timely and appropriate academic guidance.
- Monitor undergraduate course offerings to maximize efficiency of offerings. This includes minimizing the number of sections that are below the enrollment minimum of 10 students, monitoring DFW rates to assure consistency in course expectations across multiple sections, and encouraging programs to reduce the number of course options required to meet a degree requirement.
- Collaborate with university officers, administrators, and faculty on the development and review of new university regulations, policies, and procedures, and strategic initiatives to enhance undergraduate education, including but not limited to those related to academic program review and educational access.
- Assist deans and academic program leads in ensuring productivity and timeliness of student degree completion, student retention, and to implement undergraduate program assessment.

- Serve as the university's Higher Learning Commission liaison officer, coordinate university-wide assessment processes, and where appropriate represent the university to state committees and initiatives.
- Carry out other duties assigned by the Provost.

Minimum Qualifications

The VP for Undergraduate Education must possess an earned doctorate from an accredited institution and demonstrated experience in undergraduate education and academic administration.

Desired Qualifications

- An appreciation for the multiple levels of leadership within an academic institution.
- Advanced knowledge of and experience with current accreditation and assessment methods in higher education.
- Experience in and oversight of program approval, development, review, and assessment.
- A distinguished record in undergraduate teaching and professional success.
- Strong leadership and interpersonal skills to work collegially and collaboratively to meet the academic goals/mission of the university.
- Demonstrated commitment to excellence in undergraduate education and academic programs.
- Exceptional interpersonal and communication skills.
- An understanding of the breadth of undergraduate degree programs offered at UW.
- An understanding of national trends and issues in undergraduate education.
- A commitment to the principles of shared governance.
- Demonstrated ability to lead change.

Required Materials

Interested individuals should submit a single PDF document that contains: 1) a letter of interest describing relevant experience, 2) a current curriculum vitae, and 3) name and contact information of three (3) references. Nomination packets should be sent to provost@uwyo.edu.

All applications will be handled in confidence. Applications will remain confidential until the selection of the finalists, whose names and application materials will be made public. Finalists will engage in a campus interview that includes a public presentation. The deadline for applications is noon, September 11, 2024. Please direct any questions regarding this position to provost@uwyo.edu.

Hiring Statement

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. The University will provide all applicants for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same nondiscriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. For more information, please see www.uwyo.edu/diversity/fairness