

The College of Undergraduate Studies (CUGS) is seeking a dynamic and strategic leader to serve as professor and associate dean, responsible for developing and implementing policies and practices for undergraduate studies at the University of Center Florida (UCF) and in the college. This position is a 12-month, tenured faculty member that reports to the Vice Provost and Dean, College of Undergraduate Studies.

Job Description

Unleash Your Potential With Us

As a next-generation public research institution, we are an inclusive community of thinkers, doers, creators, innovators, healers, and leaders striving to shape the future and solve the world's most challenging problems. No matter what your role is, when you join Knight Nation, you become an integral part of our mission to become a university for the future. You'll be met with opportunities to connect and collaborate with uniquely talented faculty, staff, and students across 13 colleges and multiple campuses and regional locations. That means greater challenges to tackle, more meaningful opportunities to grow, and rewarding experiences that go beyond a paycheck.

The Opportunity

The College of Undergraduate Studies (CUGS) is seeking a dynamic and strategic leader to serve as professor and associate dean, responsible for developing and implementing policies and practices for undergraduate studies at the University of Center Florida (UCF) and in the college. This position is a 12-month, tenured faculty member that reports to the vice provost and dean, College of Undergraduate Studies.

Specific duties include the following:

- Support the Vice Provost and Dean of CUGS in the recruitment, hiring, and retention of faculty for the college.
- Identify, develop, and implement a robust professional development plan for Interdisciplinary Studies faculty.
- Lead college-level efforts to promote scholarship of teaching and learning and coordinate efforts to build a core faculty for the college by engaging current faculty members who are outstanding researchers with strong research and teaching commitments to interdisciplinary studies to participate in a Faculty Fellows program (when funding is available).
- Provide leadership support to the director, Interdisciplinary Studies program.
- Oversee development, growth, and review of innovative academic programs in the college.
- Support the development and implementation of the college's strategic enrollment plan.
- Assessment and evaluation of goals and objectives articulated in the college's strategic plan.
- Serve as the administrative lead for the university's General Education program (GEP) to include leadership for the teaching development and assessment and evaluation of the GEP. Providing leadership to the GEP team to include GEP faculty fellows and faculty leads. With leadership from the Faculty Center for Teaching and Learning, support target professional development efforts for General Education faculty members.
- Lead efforts in academic policy to include providing support to the vice provost and dean on undergraduate catalog review, revisions and undergraduate academic policy.
- Coordinating with Academic Services on academic petitions and overseeing the implementation of the undergraduate grade appeal process. Engage in the development

of policies connected to Academic Services including but not limited to petitions, waivers, appeals, withdrawals, and medical withdrawals.

- Maintain current knowledge of trends in the field of higher education.
- Serves as dean designee, as appropriate.
- Perform other related duties as assigned or requested.

Minimum Qualifications:

- An earned doctorate or terminal degree in an appropriate discipline from an accredited institution.
- The successful candidate must be a current tenured professor in their primary discipline and have at least three years of leadership experience as a department chair or director of an academic program.
- The position requires computer skills, including Word, Excel, PowerPoint, and database experience.

In order to be eligible for appointment as a tenured professor upon hire, the successful candidate must have a distinguished record of scholarly achievement and teaching experience commensurate with a tenured professor appointment in their primary discipline.

Preferred Qualifications:

- Knowledge of general education programming.
- Understanding of academic policies.
- Experience in mentorship of faculty.
- Actively engaged in research and scholarship.