

Vice Provost & Dean of Undergraduate Education
University of California, Riverside

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Posted Sep. 23, 2022, set to expire Jan. 24, 2023

Job Title Vice Provost & Dean of Undergraduate Education
Department Undergraduate Education
Institution University of California, Riverside
Riverside, California

Date Posted Sep. 23, 2022

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Vice-(President/Provost/Chancellor)
Dean

Academic Field(s) Administration - General
Undergraduate Education

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Job Description

The University of California, Riverside (UCR or UC Riverside) seeks a world-class academic and administrative leader to serve as the next Vice Provost and Dean of Undergraduate Education (VPDUE). The Division of Undergraduate Education is the hub of UCR's many student success units and initiatives, and the next VPDUE will have the opportunity to build on UCR's reputation as a national model for equity and excellence in undergraduate education.

Reporting directly to the Provost and Executive Vice Chancellor, the VPDUE is an important campus leadership position responsible for promoting academic excellence and student success for nearly 23,000 undergraduates across more than 90 programs of study. The VPDUE oversees units and initiatives that enhance the quality of the undergraduate experience at UCR, including the University

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Honors Program, the University Writing Program, the Exploration Center for Innovative Teaching and Engagement (XCITE), the Academic Resource Center, the Health Professions Advising Center, a variety of undergraduate high impact practices, and the Academy of Distinguished Teachers. The VPDUE also supports the colleges and schools in various student success programs such as learning communities, community engaged learning and research, and transfer student outreach and success. In addition, the VPDUE plays a critical role in improving student retention and graduation rates, liaising with the University Innovations Alliance, developing grant programs and other pilot projects that promote student success, and working with Academic Senate leaders on a wide range of issues.

The next Vice Provost and Dean of Undergraduate Education will build upon this strong foundation to lead UCR into a new era of continued excellence and focused growth. Working closely with the Provost/Executive Vice Chancellor and the deans of the colleges and schools, the VPDUE will collaborate with faculty, students, and staff across UCR, as well as with leaders in the UC system and in the local community, to address a set of key opportunities and challenges:

- Chart a vision and strategy for the future of the Division of Undergraduate Education
- Promote an educational environment that embraces academic excellence, inclusivity, diversity, and equity
- Amplify UCR's position as a national leader for undergraduate student success
- Explore and promote innovative pedagogical strategies, academic support services, and co-curricular opportunities for improved student learning and success
- Grow and manage resources for continued excellence

Role of the Vice Provost and Dean

The Vice Provost and Dean of Undergraduate Education is responsible for providing a comprehensive vision for the future of undergraduate education and for marshaling the administrative resources required to help implement the [central campus strategic initiatives](#). The VPDUE will continue to raise UCR's national and international profile in measurable ways and engage in significant outreach to the community, industry, media, government, and potential donors in collaboration with other academic leaders on campus. The VPDUE initiates and guides policy development that relates to undergraduate education and advises the Provost and Executive Vice Chancellor on issues related to the undergraduate academic enterprise. The VPDUE also serves as one of two campus liaisons to the [University Innovation Alliance](#).

The VPDUE collaborates extensively with other deans and vice provosts, the Academic Senate, and other campus leaders around student success and the student experience. The VPDUE envisions, designs, and implements major initiatives that encourage innovation in teaching, student learning,

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process improvement in student services, and other programs that enhance student success. This includes the development and delivery of courses offered through UE that complement traditional coursework offered by the schools and colleges. The VPDUE also maintains and enhances UCR's culture of assessment, continuously measuring the effectiveness of programs and policies around undergraduate education while engaging with other institutions to keep up-to-date with best practices and innovation. Finally, the VPDUE has sole administrative responsibility for the Division, managing resources that include staff, space, and finances.

The VPDUE is expected to organize robust external grant proposal activities and to work closely with the development team in fundraising. The VPDUE will coordinate universitywide proposal efforts to attract outreach and training grants.

Qualifications and Characteristics

Required Skills, Knowledge, Abilities, and Competencies

- An academic record meriting appointment at the level of Professor or Professor of Teaching at the University of California, Riverside.
- Relevant leadership experience; for example, as a dean, associate dean, department chair, or center director.
- Demonstrated dedication to providing an inclusive workplace and fostering the success of a diverse student body.
- Exceptional organizational, interpersonal, written and oral communication skills.
- Demonstrated acumen in budgetary and financial affairs.
- Demonstrated or potential for success in external engagement and fundraising.
- Ability to envision, design, and implement major initiatives that encourage faculty innovation in teaching, student engagement in learning and participation in undergraduate research and internships, staff improvements in student services, and other programs that enhance student success.
- A commitment to exploring and promoting the use of information technologies and technology-enhanced pedagogies for improved student learning and success.
- A commitment to civic engagement and bridge-building between students, faculty, and the community through outreach, service learning, and research that enriches student learning and connects to community assets and needs.
- Ability to work across colleges and units to bring stakeholders together in pursuit of campus-wide

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goals, including extramural funding opportunities from federal and state agencies, foundations and donors to enhance teaching, learning and student success.

- Ability to continuously measure the effectiveness of programs designed to enhance teaching, learning and student success, and to engage with other institutions to further the development and implementation of best practices in these areas.
- Ability to work effectively and collaboratively as a member of a leadership team.
- Ability to proactively identify and resolve organizational problems.
- Experience working with an Academic or Faculty Senate, or another similar organization in a shared governance structure, preferably in a leadership role.

Preferred Skills, Knowledge, Abilities, and Competencies

- Significant knowledge of the organizational unit's objectives and activities.
- Thorough knowledge of University administrative organization, policies, procedures and practices including the principle of shared governance.

PI192407787

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Tanya Adams (tanya.adams@ucr.edu)
Undergraduate Education
University of California, Riverside