Provost Kate Miller invites nominations of and applications from internal candidates to serve as Associate Vice Provost for Undergraduate Education (AVP-UG). The AVP-UG is a member of the Provost’s leadership team and is expected to provide strong and dynamic leadership to the university’s effort to promote and safeguard academic excellence. The AVP-UG reports directly to the Provost and oversees 200 personnel in five supporting units.

The new AVP-UG will need to demonstrate a commitment to student success and have talent for being able to work within and across academic and administrative units to promote a climate that is optimal for academic and social learning and development. The successful candidate will need to take a visionary and innovative approach to the structure and function of undergraduate education. Candidates who are solution-oriented; have leadership styles that influence, inspire and produce results; and have the ability to thinking critically, work collaboratively and communicate effectively in a complex, changing and challenging landscape are encouraged to apply.

Essential Duties

- Provide visionary leadership to support excellence in undergraduate education in accordance with the University’s strategic plan;
- Administer undergraduate 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 coordination 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.
- Collaborate with University Officers, Administrators and Faculty on the development and review of university regulations, policies, 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 programs to ensure 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, and where appropriate, represent the university to state committees and initiatives
- Other duties as assigned by the Provost.

Minimum Qualifications

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

In addition, leading candidates will possess:

- Administrative experience in an academic setting and 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 with development and oversight of program review and assessment of student learning outcomes;
- 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;
- Demonstrated commitment to promoting diversity in undergraduate education;
- An understanding of the national trends and issues in undergraduate education;
- A commitment to the principles of shared-governance;
- Demonstrated ability to lead change.

**Required Materials**

All interested candidates must complete the online application and upload the following as one document: 1) a letter of interest describing relevant experience and 2) a current curriculum vitae.

The Search Committee will begin reviewing applications immediately and will continue to accept nominations and applications until the position is filled. Nomination letters should include the name, position, and email address of the nominee and can be emailed to AVP.UGsearch@uwyo.edu. All nominations and 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. Please direct and questions regarding this position to AVP.UGsearch@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. Please see: [www.uwyo.edu/diversity/fairness](http://www.uwyo.edu/diversity/fairness)*