The Associate Vice Chancellor and Dean of Undergraduate Studies (12 month leave earning) provides leadership for the campus’ engagement in undergraduate education and oversees the operations and activities of; eTEA, the University’s Quality Enhancement Plan; General Education Assessment; Honors Scholars College and the Center for the Support of Undergraduate Research and Fellowships (CSURF); and Undergraduate Studies. Responsibilities include overseeing activities pertaining to undergraduate education, providing advocacy on undergraduate academic matters; facilitating the development of new and revised undergraduate courses and curricula; reviewing undergraduate curricular action items; working with faculty and administrators on academic planning and policy development pertaining to undergraduate education; promoting applied learning; overseeing the publication of the UNCW undergraduate catalogue; overseeing IDEA (the faculty course evaluation system); collaborating with University College in establishing and implementing learning goals for UNI101; and coordinating the administration of for-credit undergraduate courses and programs in collaboration with the deans of UNCW’s colleges and school.

This position reports to the Provost of UNCW and works collaboratively with the Vice Provost, the deans, and other direct reports. He/she works collegially with faculty in curriculum planning for each of the areas he/she represents. This Associate Vice Chancellor and Dean meets regularly with the administrative team to plan and inform the academic direction of the University. One of the main goals is to assist in providing opportunities that enhance the overall undergraduate experience and help prepare students for life after graduation.

**Qualifications**

Tenure
Associate or Full Professor
Experience in Curriculum Development and Implementation
Administration Experience
Record of working collaboratively

**Application Information**

- Please provide by February 5, 2016
- Letter of Interest
- Curriculum Vita

If any questions, please contact Cathy Barlow barlowc@uncw.edu or (910) 962-3137.