

AMERICAN UNIVERSITY

Vice Provost for Undergraduate Studies

The Vice Provost for Undergraduate Studies (VPrUS) is responsible for oversight of undergraduate programming at American University and serves as a member of the Provost's senior leadership team, sharing common university-wide goals and accountability in the context of a new university Strategic Plan. The VPrUS advises the provost, deans, faculty, and students on University policy and practices in undergraduate education and bears broad responsibility for supervision of all overarching undergraduate programs outside of schools and colleges and centralized support offices and as well as services specific to undergraduate education.

American University emphasizes the experience of a selective liberal arts college to its undergraduate students delivered by a distinguished research faculty. The new VPrUS would be entrusted with further enhancing this objective.

Reporting units include the General Education Program, the University College and Learning Communities, the University Honors Program, the Career Center (including the offices of experiential Learning and Merit Awards), and AUAbroad (study abroad). The VPrUS will also chair the Academic Advising Council, and co-chair the University Experience Council (retention) jointly with the Assistant Vice President for Campus Life and Dean of Students. The VPrUS will be expected to expand undergraduate programming with special emphasis on success in first-year and living-learning programs, retention, and the linkage of study abroad opportunities with academic programs in the colleges and schools. Working with the schools and colleges and the Office of Institutional Research, the VPrUS will also bear responsibility for learning outcomes assessment at the undergraduate level.

The VPrUS also bears responsibility for student petitions that relate to academic programming. Additional duties include responsibility for undergraduate program review activities, support for accreditation of programs and undergraduate student learning outcomes objectives, and consultation and leadership for new program development.

Qualifications and characteristics: Candidates for the position of Vice Provost for Undergraduate Studies should hold a Ph.D (or other appropriate terminal degree) and be qualified for appointment to the faculty. Rank and tenure are open with a tenured appointment possible at the discretion of the University. The candidate should have a minimum of ten years' documented experience in leadership in academic administration with evidence of successful leadership of undergraduate programming at the institutional level including specific experience in one or more of the areas that report to this position. Strong collaborative skills are essential.

Deadline and start date: Applications should be received by December 1, 2008. The search committee may consider applications received after this date until the position is filled. This is a new position with an expected starting date of July 1, 2009 or earlier.

Application: Applications should include a current curriculum vitae, a letter describing relevant experience and interest in the position, and the names and contact information of five references. All names of applicants will remain confidential except those who advance to finalist status. Applications and nominations should be submitted to:

Vice Provost for Undergraduate Studies Search Committee
Office of the Provost
Att: Peggy Eskow
Leonard Hall, Lower Level
American University
Washington, DC 20016-8025

Phone: 202-885-2125

Materials may also be submitted electronically as an MSWord attachment to an e-mail sent to:

DeanofAcademicAffairs@american.edu

American University is an Equal Employment Opportunity/Affirmative Action employer committed to a diverse faculty, staff, and student body. Women and minority candidates are strongly encouraged to apply.