

Position Vacancy:

**Associate Dean for Academic Affairs  
College of Agricultural and Life Sciences  
University of Wisconsin-Madison**

An outstanding opportunity to lead the academic programs division of one of the nation's premier colleges of agricultural and life sciences is available at the University of Wisconsin-Madison. The incumbent will be responsible for bringing a 21<sup>st</sup> century vision to complement the 121-year history of stellar science, outreach, and instruction that form the core of the College of Agricultural and Life Sciences. Candidates should demonstrate the ability to excel in administration, the ability to lead a diverse faculty and staff in creating and sustaining strong academic programs, and the ability to work successfully as part of a leadership team. Candidates must possess outstanding communication skills and be able to engage effectively with students, faculty, staff, administrators and the public. An understanding of and a commitment to the mission of a land grant university is essential. Experience working successfully within a shared-governance environment is required.

**Degree and area of specialization:**

An earned doctorate is required in a field related to one or more of the agricultural, biological, social or environmental sciences. Generally, candidates should have the qualifications necessary to be tenured in an academic department at the University of Wisconsin-Madison; however, exceptionally well-qualified candidates who would not seek tenure may be considered.

**Duties and responsibilities:**

- Leadership of the college's academic programs, including undergraduate, graduate, trainee and fellowship programs, short courses, distance education programs, and international student activities.
- Articulate and implement a clear vision to faculty, staff and administration regarding academic program development within the college, and encourage the creation of learning environments that assist in fulfilling the College's and the University's mission, values, and goals. The report recently issued by the CALS Academic Affairs Visioning Committee (<http://www.cals.wisc.edu/AAVC/index.html>) will be a useful blueprint.
- Provide leadership and innovation for curricula, instruction, recruitment and prospective student services, scholarships, international opportunities, collaboration with the Office of Admissions, career services, and faculty development.
- Build academic programs that embrace diversity on all levels, including race, ethnicity, gender, socioeconomic status, and variety within academic fields.
- Manage and monitor budgets, including the overall college instructional budget, the Undergraduate Programs and Services budget, and funds which support summer session, lab modernization, instructional remodeling, scholarships, international programs, Farm and Industry Short Course, and undergraduate initiatives. The college currently has an enrollment

of 3,520 students and an overall instructional budget of \$18.8 million. The Office of UP&S has a budget of \$2.3 million and a total of 16 FTE. Supervision of UP&S staff is a primary requirement of this position.

- Assist the CALS dean with institutional planning, assessment and accreditation, recommend allocation of academic resources, lead efforts to secure additional intramural and extramural resources, and serve as the primary liaison for CALS within the university regarding these issues.
- The Associate Dean will report to the Dean of the College of Agricultural & Life Sciences (CALS), serve as a member of the dean's leadership team and lead the college's Office of Undergraduate Programs and Services (UP&S). The incumbent will work with a wide range of colleagues within CALS and across the university, including department chairs, faculty members, academic staff and students, to oversee and advance high quality, innovative, and productive instructional programs.

The Associate Dean will:

- Serve as the Dean's designee in the enforcement of academic requirements and regulations, including oversight of student appeals.
- Advance the Wisconsin Idea by forging effective partnerships with Cooperative Extension, statewide institutions, corporations, and international institutions and serve as liaison with other educational institutions within the state.
- Provide leadership in coordinating departmental and college-wide efforts to actively connect alumni with CALS students.
- Provide counsel to the Dean on tenure cases, particularly the instructional contributions of candidates for tenure.
- Coordinate graduate, postdoctoral, trainee and professional programs within the college and work in collaboration with other units within the university.
- Represent the college at regional/national and university-level meetings, and at campus-level committees related to academic affairs.

Interested individuals should provide a cover letter, curriculum vitae, and names and addresses of three references to Dean Molly Jahn, 1450 Linden Drive, Madison, WI 53706. The University of Wisconsin-Madison College of Agricultural and Life Sciences is an Affirmative Action/Equal Opportunity Employer. Qualified women, members of minority groups, and disabled students are encouraged to apply.