



Associate Provost for Student Success and Founding Dean of the University College

Join a vibrant campus community whose excellence is reflected in its diversity and student success. West Chester University of Pennsylvania invites applications and nominations for the position of Associate Provost for Student Success and Founding Dean of the University. Founded in 1871, West Chester is a public, regional, comprehensive university and one of the fourteen campuses of the Pennsylvania State System of Higher Education. WCU enrolls more than of 17,000 students, is supported by 983 full and part-time faculty, and is organized into five colleges: Arts and Humanities; Business and Public Management; the Sciences and Mathematics; Education and Social Work; and Health Sciences. Additional divisions include the School of Music and the School of Interdisciplinary and Graduate Studies. The university is located 25 miles west of Philadelphia and strategically located in the center of the mid-Atlantic corridor between New York City and Washington, DC, with easy access to major cultural and commercial institutions and recreational activities. The university enjoys the benefits of both the rich cultural life of a major city and the charm of a thriving county seat.

The Founding Dean of the University College will be responsible for the strategic leadership necessary to move the current Undergraduate Studies and Student Support Services (USSSS) area to a comprehensive University College focused on Student Success. USSSS is an administrative unit comprised of various programs that focus on student support and retention, including; Academic Development Program, Learning Assistance and Resource Center, Office of Services for Students with Disabilities, Exploratory Studies Academic Advising, and the Professional Studies Program, among others. More detailed information about these programs is available on the division's website: <http://www.wcupa.edu/USSSS/>.

As Chief Student Success and Retention Officer for the University, the dean serves as the chief advocate for student retention efforts, and coordinates with various programs and offices in the implementation of student success/retention initiatives. Responsibilities of the dean include, but are not limited to providing vision, direction and leadership in establishing shared standards, practices, processes, and metrics to improve student academic success; developing, implementing, coordinating, and monitoring a comprehensive student retention plan for Academic Affairs to ensure that the University maximizes student success, persistence, and timely graduation; implementing and coordinating evidence-based student success initiatives including but not limited to summer bridge programs, credit and/or GPA recovery programs, and first year experience programs; implementing and coordinating an early identification system for academic support; coordinating academic advising and advisor development in Exploratory Studies; connecting academic support for students at-risk; overseeing the development of assessment plans and implementation of assessment results to generate program revisions; participating in the Enrollment Management Committee; and providing assistance to partner with student experiences and support areas such as Financial Aid, Office of the Registrar, the Division of Student Affairs, and Athletics. The dean also has the responsibility to provide leadership, evaluation, and development for non-classroom faculty, faculty advisors, and staff, and to oversee Exploratory Studies Academic Advising for most faculty in USSSS. The dean oversees budget management for each program in the division, and seeks new sources of funding for new initiatives and on-going activities of the unit. The dean serves to support academic advising across the institution and promotes university-wide as well as community

collaboration.

Leading candidates will possess a doctorate in a related discipline, a minimum of five years of relevant experience, leadership experience in a University College model, and have a record of quality service to undergraduate students in one or more of the following areas: academic advising, college teaching, career counseling, academic support programs, or general student affairs administration. In addition, a record of scholarly achievement and experience in college administration are highly desirable. The candidate will have a strong understanding of best practice of student success and retention initiatives within a comprehensive four-year public institution and will demonstrate knowledge and understanding of current trends and research in retention and other student support initiatives. The ideal candidate will also demonstrate a commitment to diversity, collaborative leadership, and the ideals of shared governance. Preferred qualifications include (1) experience as chair or program director in a large department or division; (2) experience with student academic services, evaluation/assessment, faculty development, entrepreneurial activities; (3) university-level experience with budget and personnel within a collective bargaining environment; (4) high level of organizational and management skills and excellent writing and speaking skills.

The anticipated start date for the position is July 1, 2018. The salary range is commensurate with qualifications and experience. Applicants must successfully complete the interview process to be considered as a finalist.

The Search Committee will accept confidential applications and nominations until the position is filled. Screening of candidates will begin immediately. For best consideration, applications and nominations should be provided before November 15, 2017. An application should include a letter describing relevant experiences and interest in the position; a resume; and the names of five references, with titles, addresses, business and home telephone numbers, and e-mail addresses. Submission of materials as an MS Word attachment is strongly encouraged. Individuals wishing to place names in nomination should submit a letter of nomination, including the name, position, address and telephone number of the nominee. Greenwood/Asher & Associates, Inc., an executive search firm, is assisting the University in the search.

Applications and letters of nominations should be submitted to:

Jan Greenwood or Lisa Hagen
Greenwood/Asher & Associates, Inc.
42 Business Center Drive, Suite 206
Miramar Beach, FL 32550
Phone: 850 650-2277
Fax: 850 650-2272

Email: jangreenwood@greenwoodsearch.com

Email: lisahagen@greenwoodsearch.com



Developing and sustaining a diverse faculty and staff advances WCU's educational mission. The University is an equal opportunity, affirmative action employer encouraging diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

WCU offers of employment are subject to and contingent upon satisfactory completion of all pre-employment background checks.