Dean of Undergraduate Education

The Dean has a primary leadership role in the University for insuring the quality and effective functioning of undergraduate education. The Dean works closely with academic Deans and the Associate Deans for Undergraduate Education of the eight UT Dallas schools, together with faculties, and in cooperation with the Committee on Educational Policy and the Faculty Senate, on academic policies and procedures. The Dean is responsible for the Undergraduate Catalog.

The Dean is a crucial collaborator in the creation of new courses, new degree plans, and general policies pertaining to undergraduate education, serving as the Chair of the Council for Undergraduate Education. The Dean also serves as *ex officio* member of the Campus Housing Advisory Committee, the Academic Calendar Committee, the Commencement Committee, the Committee on Educational Policy, the Committee on Effective Teaching, the Committee on Student Life, the Committee on Student Scholarships, the Committee on Core Curriculum, the Athletic Advisory Committee, and the Behavioral Assessment and Intervention Team.

The Dean serves as a key representative of and spokesperson for UT Dallas at many external local functions and on many official statewide committees relating to educational policy, in particular those constituted by the Texas Higher Education Coordinating Board and The University of Texas System. The Dean is the principal representative of the Provost in the many activities in which Academic Affairs and Student Affairs collaborate on projects to advance student welfare and a vibrant campus life. For example, the Dean has a leading role in activities such as New Student Orientation and Freshman Convocation.

The Dean is responsible for administering university policies governing probation, readmission, and dismissal of students who fail to meet satisfactory academic progress, along with adjudicating the inevitable needs for exceptions to those policies. The Dean is the supervising administrator for the Student Success Center and for a variety of centralized advising functions dedicated to assisting students in their progress toward graduation. The Dean is also responsible for ensuring that students are appropriately recognized on the Dean’s list each semester and with academic (“Latin”) and departmental honors at graduations, events at which the Dean as a Commencement Marshal, along with the staff of the Office of the Dean, have demanding major roles.

The Dean has a vitally important structural relationship with the Office of the Registrar, working cooperatively to insure the consistency of catalog and degree requirements with student academic records, overseeing graduation certification and mid-term and final grade records, and collaboratively managing, along with the Office of the President, the end-of-semester events associated with graduation ceremonies. Likewise, the Dean collaborates with the Office of Enrollment Services to solicit applications from excellent prospective students and to evaluate those applications so as to admit students who will succeed at UT Dallas. The Dean supervises a staff essential to the several elements of the office’s responsibilities and the Office of Undergraduate Advisement responsible for students with undeclared majors.
Finally, the Dean works in close collaboration with the Assistant Provost for Policy and Program Coordination in partnership ensuring that new and revised academic programs and policies adhere to the rules and standards of The University of Texas System, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges. In addition, the Dean works with the accreditation liaison and the Office of Assessment on the implementation of the core-curriculum assessment process as determined by the university’s faculty governance committees and on the assessment of the university’s Quality Enhancement Plan.

The Dean reports to the Provost and is a member of the Dean’s Caucus. The position of Dean of Undergraduate Education is a full-time, twelve-month administrative appointment. As such, classroom teaching is not required during service as Dean, although not actively discouraged if limited to a level that is consistent with the demands of the office. Candidates must be eligible to hold a tenured faculty position at UT Dallas, preferably at the level of Professor. The successful candidate will have a record of active participation in university service and of successful undergraduate teaching.

Applications packets must include a completed UTD application, a current vita and a statement of interest for review by the search committee. Application packets submitted by May 25 will be given priority review.