

UNIVERSITY OF WISCONSIN-MILWAUKEE

Program Director for BSDA (Bachelor of Science in Data Analytics)

and MSDS (Master of Science in Data Science) degrees

The University of Wisconsin-Milwaukee (UW-Milwaukee) is seeking a full-time faculty member at the University of Wisconsin-Milwaukee to fill the position of Program Director for the BSDA and MSDS degrees that are scheduled to start enrolling students in Fall 2022. Both the programs are overseen by a Faculty Oversight Committee (FOC) that includes faculty from several colleges and departments of UWM.

This is not a full-time position but offers 1/9th of the selected Faculty member's academic year salary in compensation up to a maximum of \$12,000. The selected Faculty member can choose to use this compensation towards course-buyout or as an overload payment. The position is open to all full-time faculty in the ranks of Assistant, Associate or Full Professors at UWM. This is a 12-month appointment and is tentatively scheduled to start from 5/1/2022 but this date is subject to change.

This appointment is only for administrative duties for the BSDA and MSDS programs and the appointed faculty member will be responsible for any teaching, administrative, or other duties that s(he) may already be responsible for as a full-time member of the faculty.

The minimum qualification for this position is a Ph.D. (preferably in an area where data and data science are used for teaching and/or research) and a full-time faculty position at UWM with the applicant having taught data-science related course(s) included in the curricula of either of the two programs. Candidates with a record of leadership in academic programs through positions such as Area Chair, Department Chair or Program Director will be given preference.

Responsibilities

Vision and Curricular Leadership

1. Initiate the generation of program-related data.
2. Provide program data to make curricular modifications to the program.
3. Ensure that the MSDS program meets Graduate School requirements and other mandates and the BSDA program meets the requirements for undergraduate degrees at UWM and of Letters and Science and the School of Information Science.
4. Maintain and utilize communication with the UWM Graduate School, L&S and SOIS and all colleges participating in both the BSDA and MSDS degrees.
5. Ensure all program and course changes are processed through the appropriate approval channels.
6. Provide succession support to successor Program Director when departing from the position by maintaining detailed documentation of day to day activities, processes and decisions related to the program.

Program Representation

7. Ensure any program related issues that require consideration, input and decisions from the FOC receive consideration and discussion by the FOC.
8. With the participation of the FOC, provide information and write reports required for the UWM Graduate School for the MSDS degree and those required for the BSDA degree.
9. Serve as the Graduate Program Representative and as the representative for the undergraduate program in governance processes and meetings.

Course Management

10. Work collaboratively with Department staff in participating colleges to ensure scheduling of classes in the curricula of the BSDA and MSDS degrees so that students can progress through the programs without delays due to unavailability of required courses.
11. During each academic year collect course scheduling information for the following academic year from the colleges and departments whose courses are included in either of the two degree programs and update and maintain an accurate list of courses that students can take in the following academic year.

Student Recruitment and Admissions

12. Work with the Graduate School for the MSDS degree and with SOIS, L&S and other colleges participating in the degrees, if requested and as needed, to recruit potential students.
13. Share and evaluate student inquiry data with the Faculty Oversight Committee for the two degrees
14. Respond to inquiries from prospective students for the programs
15. Review applications for admission as requested by the professional adviser for admission decisions and consult the FOC if needed to make decisions

Student Advising

16. Collaborate with the professional adviser of the programs to
 - a. Advise and mentor undergraduate students in the BSDA program
 - b. Advise graduate students in the MSDS program and connect them with a thesis adviser or capstone course supervisor as needed

Reporting

The Program Director will report to and will have performance evaluations for this position by the Co-Director of the Northwestern Mutual Data Science Institute

UW-Milwaukee is an AA/EEO employer and educator strongly committed to maintaining a climate supporting equality of opportunity and respect for difference based on gender, culture, ethnicity, disability, sexual orientation, marital status, race, color, religion, national origin or ancestry, age, and lawful activities. We particularly encourage applications from individuals who would enhance and diversify our workforce.