

Vice Provost for Academic Affairs University of Wisconsin—Milwaukee

The University of Wisconsin-Milwaukee (UWM) is Wisconsin's second-largest university, with a unique dual mission of access and research to provide high-quality education for students from all backgrounds. UWM is one of 146 top research universities recognized as "R1" by the Carnegie Classification of Institutions of Higher Education. In addition, UWM received the Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching, making UWM one of a limited number of institutions to have both Carnegie R1 and Community Engagement classifications.

UWM's unique dual mission of research and access makes it a driving force in the economy of the region and the state. Two-fifths of our students are the first in their families to attend college. One-third are Pell eligible, and one-quarter are from historically underrepresented minority groups. UWM was recognized in 2022-23 as a Top 10 Military Friendly school by VIQTORY and a Top 40 LGBTQ+ Friendly school by Campus Pride Index. UWM has partnered with other educational institutions to improve the success of all students. A leader in workforce development, UWM co-founded the Higher Education Regional Alliance in 2019 to help build Southeastern Wisconsin's talent pipeline. The alliance includes 18 colleges and universities, as well as community and economic development partners. In 2021, UWM helped launch the Milwaukee Anchor Collaborative, a group of health care and educational institutions committed to diversifying their workforces and hiring from Milwaukee's poorest neighborhoods.

UWM celebrates, values and promotes the diverse voices and experiences of its students and employees and our community partners. We believe diversity enriches and strengthens our institution. UWM is committed to providing equitable access to opportunities for students and employees from every background. We aspire to create a campus climate that is welcoming to all. Learn more here: <https://uwm.edu/diversity-equity-inclusion/about-dei/>.

THE POSITION:

The Vice Provost for Academic Affairs serves in the UW—Milwaukee Division of Academic Affairs and provides institutional support for and oversight of academic affairs activities. In enhancing UW—Milwaukee's mission as an urban access and research institution, the Vice Provost for Academic Affairs works closely with shared governance, academic deans, the Office of Research, the Division of Diversity, Equity, and Inclusion and other areas across the university. The Vice Provost for Academic Affairs reports to the Provost and Vice Chancellor for Academic Affairs and collaborates with divisions across the university in fulfillment of areas of responsibility and oversight of academics, assessment, and accreditation. This position collaborates closely with the Vice Provost for Faculty Affairs, especially on projects of overlapping interest, as well as other members of the Provost's Office.

AREAS OF RESPONSIBILITY:

1. Academic programs (60%)
 - Plan and develop new degree programs in concert with program faculty, deans, and governance committees.
 - Work with governance committees at UWM (APCC, GCC, APBC, Faculty Senate and others) and with UW System Administration to answer questions and be a resource for new and existing academic programs.
 - Provide guidance to faculty, staff, and administrators in academic units on program changes, modifications, redirection, and suspension/elimination.
 - Manage internal Provost-level approvals for program changes (tracks, concentrations, certificates, minors).
 - Coordinate the review of low-producing programs per UW System policy.
 - Serve as Provost's designee on the Academic Programs and Curriculum Committee (APCC).
 - Notify/seek approval, as needed, for program changes (redirection, mode of delivery, suspension/elimination) from UW System Admin and Higher Learning Commission.
 - Represent UWM on collaborative program development.
 - Oversee academic program reviews, participate in program review meetings, close the loop with the Dean regarding actions on recommendations.
 - Prepare annual program report to UW System Administration.
 - Review and ensure accuracy of program resources on the Academic Affairs webpage.
 - Serve as the UWM representative on the UW System program planning network and UW System AVC network.
 - Coordinate and preside over department chair and associate dean meetings, including August trainings.

2. Accreditation (10%)
 - Plan and execute actions for maintaining accreditation relationship with the Higher Learning Commission including the following: reaffirmation reviews, interim reviews, Quality Initiative, notification, change requests, location management, annual data update.
 - Serve as the UWM Accreditation Liaison Officer for HLC.
 - Participate in specialized accreditation reviews and meetings as needed.
 - Maintain accreditation record for accredited programs at UWM.
 - Maintain a record of contractual agreements for academic programs.
 - Participate in US Department of Education review of Title IV program responsibilities.

3. Assessment of student learning outcomes (10%)
 - Provide guidance and oversight for program-level assessment of student learning outcomes as well as for general education outcomes assessment.
 - Liaison with OAIR and the assessment coordinator.

- Provide guidance to academic units and governance committees on assessment related matters.
4. Policy development and support (in collaboration with VP for Faculty Affairs) (10%)
- Monitor changes to HLC and UW System policies related to academic programs, accreditation relations, academic partnerships, and initiate revisions of UWM policies and procedures as needed.
 - Serve as Provost’s rep on the Policy Advisory Committee.
 - Conduct periodic review of UWM policies related to academic programs.
 - Serve as a resource to the Provost, Academic Affairs division directors, and Deans on policy matters.
5. Other duties as assigned. (10%)

The Vice Provost for Academic Affairs has three direct reports:

- Institutional Academic Planner
- Accessibility Resource Center Director
- Assessment Coordinator.

MINIMUM QUALIFICATIONS:

- Earned terminal degree in a field of study appropriate to UWM and a record of research, teaching, and service accomplishments consistent with at least a tenured position as associate professor.
- Record of progressive responsibility in higher education, including at least two years of leadership of an academic unit (center, department, division, or similar academic functional area), supervisory experience, and budgetary analysis and oversight experience.
- Leadership of and significant participation in shared governance committees.
- Experience in academic program development, review, assessment, and policy.
- Experience developing and marshalling academic policy through shared governance and/or system approvals.
- Experience fostering a culture of assessment for course, program, and institutional improvement efforts.

PREFERRED QUALIFICATIONS:

- Experience with or knowledge of the Higher Learning Commission and other accrediting agencies for ongoing reporting.
- Demonstrated ability to strategically plan and manage resources (e.g., financial, personnel, facilities, technology) and to lead cross-functional teams to achieve strategic university priorities.

- Experience with or knowledge of Department of Education Title IV requirements and policies.
- Experience reviewing and developing policies related to academic programs and academic activities.

REQUIRED COMPETENCIES:

- Strong leadership skills with the ability to motivate stakeholders and guide teams toward shared institutional goals.
- Demonstrated experiences in fostering inclusive environments, particularly for those who have been historically underrepresented in the academy, towards excellence in institutional programming, personnel, and initiatives.
- Excellent writing and presentation skills with the ability to articulate complex ideas in an accessible manner, to engage and persuade stakeholders toward the institutional vision, and to positively represent the institution to external stakeholders.
- Strong and timely problem-solving and decision-making skills based on analysis of quantitative and qualitative data and an extensive understanding of the higher education landscape.
- Strong relationship building skills and emotional intelligence to foster collaborative relationships, engage stakeholders, and resolve conflicts toward positive outcomes.
- Ability to lead, manage and communicate organizational change, adapt to new circumstances, and innovate in a dynamic higher education environment.
- Ability to foster a culture of innovation, creativity, and continuous improvement in teaching, research, and student success.
- Demonstrated skills in strategic thinking with the ability to create and assess long-term plans within academic programming and the institution.