



**DEAN OF THE COLLEGE OF GENERAL STUDIES
POSITION DESCRIPTION AND INSTITUTIONAL PROFILE**

The [University of Wisconsin-Milwaukee](#) (UWM) invites applications for the position of Dean of the College of General Studies, which encompasses its [Washington County](#) and [Waukesha](#) campuses. The College of General Studies serves as the academic home for the Associate of Arts and Sciences (AAS) degree at UW-Milwaukee, and the AAS curriculum provides a general education core that serves as the foundation for bachelor's degree programs.

POSITION RESPONSIBILITIES

As the chief executive and academic officer for the College of General Studies, located on the Washington County and Waukesha campuses, the Dean has primary responsibility to plan, develop, and administer all aspects of the College's educational programs, activities, and budget; provide vision in setting priorities and leadership in maintaining academic standards and in strengthening faculty professional development; work with partners across the university; and represent the College within the University, the UW System, the external community and region, with alumni, and with appropriate external agencies and organizations regarding academic programs and standards. The Dean reports directly to the Provost and is a member of the Academic Leadership Council.

POSITION OPPORTUNITIES AND PRIORITIES

Building on Strength. Effective July 1, 2018, the 13 two-year campuses formerly known as University of Wisconsin Colleges were integrated with seven of the University of Wisconsin System's four-year comprehensive or research institutions. As part of this restructure, the campuses known as UW-Washington County and UW-Waukesha joined UW-Milwaukee. These campuses have served their students and communities well for decades, offering small class sizes and an academic experience focused on teaching. The Dean will be expected to build on these strengths while leading the ongoing integration effort. Accordingly, the Dean will be a strong planner and project manager with experience in building, implementing, and assessing outcomes in relation to financial and curricular goals.

Developing New Resources. The Dean will seek and obtain new resources as necessary to maintain and support the College of General Studies. Working with the Vice Chancellor for Development & Alumni Relations, the central Development and Alumni Relations staff, and the development directors assigned to their schools or colleges, the Deans are the lead advancement officers for their respective areas of the university.

Faculty and Staff Development. The College of General Studies is home to outstanding faculty and staff, representing diverse disciplines and interests. The Dean will sustain and build the College's capacity to recruit, retain, and support first-rate personnel. The Dean will be an

effective manager and delegator who can lead College staff to optimize their efficiency, effectiveness and communication.

Strengthening Diversity. UWM has made a commitment to diversity and values the gains it has made, but achieving full diversity remains challenging. The Dean will take a lead role in strengthening the recruitment of students, faculty, and staff to enhance diversity and inclusion. To achieve further progress in these areas will require sustained and vigorous commitment from the Dean, the entire College and the University community as a whole.

Quality and Assessment. The Dean will support and facilitate the assessment and evaluation of programs.

Communication and Relationships. The Dean will be a committed advocate for the College of General Studies who can articulate program strengths and advocate for resources. The Dean will represent the College and its interests both internally and externally, working cooperatively with other Deans and University administrators, and communicating with the College's many external constituencies, including alumni and the broader community. The Dean will also provide leadership in promoting effective communication throughout the College across its two campuses and their local governmental partners, responding in a timely and effective manner to departments, programs, faculty and staff.

Foster Student Life. The Dean will support each campus' array of extracurricular offerings, including student clubs and athletics. The College fosters a learning environment that prepares students for life, career, and the responsibilities of citizenship in a diverse and complex community by helping them navigate challenges and supporting their success.

QUALIFICATIONS

UWM seeks candidates with a strong record of professional accomplishment, commitment to excellence in teaching, and outstanding management and leadership skills to serve as the new Dean. The Dean must be a person of the highest integrity and an educational leader.

Minimum Qualifications:

- Terminal degree with scholarly qualifications sufficient for appointment as a tenured full professor in a department within the College; and
- Proven leadership and administrative experience.

Preferred Qualifications:

- Demonstrated experience working with a wide range of disciplines and degree programs, particularly at associate degree granting institutions and institutions of access.
- Multiple years of experience in budgeting, including the allocation of resources to promote the long-term goals of the unit.
- Experience working within a multi-campus school system.

- Experience working effectively with shared governance, including a dedication to participative management and transparency.
- Sustained record of effective leadership and educational accomplishments.
- Demonstrated ability to work with and across multiple levels of campus administration.
- Experience developing diverse funding streams to further research and education goals.
- Fundraising experience that includes working with prospects and donors to cultivate, solicit, and steward major gifts and working with a fund development team to determine fundraising priorities.
- Sustained record in diversifying and supporting faculty, staff, and student populations.
- Experience with facilities planning and infrastructure development.
- Experience engaging the community that includes participating in alumni engagement efforts, creating relationships with community organizations, attending events as an ambassador for the College, making connections with corporate leaders in the region and telling the story of the College within the broader community.

OVERVIEW AND BACKGROUND

THE COLLEGE OF GENERAL STUDIES

Background. As noted above, effective July 1, 2018, the 13 two-year campuses formerly known as University of Wisconsin Colleges were integrated with seven of the University of Wisconsin System’s four-year comprehensive or research institutions. As part of this restructure, campuses known as UW-Waukesha and UW-Washington County became branch campuses of UW-Milwaukee. Accreditation, administrative oversight, and reporting structures formally transferred on July 1, 2018.

Overview. The College of General Studies has two deeply local campuses whose facilities are owned by the communities in which they are located. The Washington County campus is located just west of downtown West Bend, Wisconsin’s 24th largest city, approximately 35 miles north of the main University of Wisconsin-Milwaukee campus. The Washington County campus, which covers 87 acres in the state’s Kettle Moraine area, finished its most recent update in 2008 and is equipped with state-of-the-art classrooms and facilities; all buildings on the campus are inter-connected, with a courtyard in the center. The Waukesha campus is located on 86 acres on the west side of Waukesha, Wisconsin’s seventh largest city, approximately 25 miles west of the main University of Wisconsin-Milwaukee campus. The Waukesha campus also maintains a 92-acre Field Station, which houses the Wildlife in Need Center (WINC). The Washington County and Waukesha campuses are approximately 34 miles from each other.

Students within the College of General Studies take courses with credits that can transfer to UWM’s main campus and other universities in the UW System. The College employs more than 150 faculty, instructional staff, and staff members, and in 2018, enrolled 2,511 full- and part-time non-residential students.

THE UNIVERSITY OF WISCONSIN-MILWAUKEE

The University of Wisconsin-Milwaukee is one of only two doctoral-granting research institutions in the University of Wisconsin System and is listed among the nation's 130 top research universities, a category known as R1 by the Carnegie Classification of Institutions of Higher Education. In addition, the national Council on Undergraduate Research recently honored UWM and one other institution with its 2018 Campus-Wide Award for Undergraduate Research Accomplishments.

Founded over 60 years ago in the belief that Milwaukee would need a great public university to become a great city, UWM has a dual research and access mission aimed at serving the diverse needs of Wisconsin's largest metropolitan area by furthering opportunities at all levels for students who may be financially or educationally disadvantaged. More than one-third of its students are the first in their families to attend college, and 30 percent are students of color. In all, the university educates more than 27,000 students on its three campuses. It is the largest educator of veterans in Wisconsin, with more than 1,000 enrolled each year under the federal G.I. bill.

UWM has an estimated economic impact of \$1.5 billion annually and is a central catalyst and partner in the Milwaukee 7, a regional collaboration focused on enhancing the economic well-being of the City of Milwaukee and the seven counties that comprise Wisconsin's southeast region.

The university itself has an operating budget of \$689 million and research expenditures of \$55 million. It has 3,500 employees, plus 4,700 student workers.

The university has an international reputation for teaching and research excellence and is ranked among the world's top 500 universities by Academic Rankings of World Universities. More than 1,300 students from 92 countries attend UWM.

The *Princeton Review* named UWM a 2018 Best Midwestern university based on overall academic excellence and student reviews. The UWM is committed to the full inclusion of LGBT+ campus constituents. In 2018, [Campus Pride Index](#) named UWM as one of the Best of the Best Top 30 LGBTQ-friendly postsecondary institutions in the United States. UWM was the first university in the nation to implement an [inclusive housing policy](#).

Academic Programs and Centers. UWM's [195 degree programs](#) include one associate program, 93 bachelor's programs, 65 masters' programs, and 36 doctoral programs across [13 degree-granting schools and colleges](#). UWM has many outstanding [centers, institutes, and laboratories](#).

Students. As a doctoral research university, whose mission spans research and access, UWM enrolls a diverse mosaic of students. Fall 2018 enrollment on the Milwaukee campus was 24,955: 20,278 undergraduates and 4,677 graduate students. national students. UWM is the second

largest graduate degree-granting institution in the state, with over 3,000 master's students and more than 1,300 doctoral students per year. Many of these students earn prestigious awards from institutions such as the Ford Foundation, the National Science Foundation, and the Big Ten Consortium for Institutional Cooperation. Alumni include leaders in higher education, government, and research institutions as well as elite private corporations and tribal services and industries. UWM's students are drivers of Wisconsin's economy with 80 percent remaining in Wisconsin after graduation. UWM honors diversity both in terms of the student population and the experiences offered to students. Students of color comprise about 30 percent of the overall enrollment making UWM the most diverse campus in the UW System. UWM provides a number of [enriching academic and research](#) opportunities and internships for high achieving students at all levels such as [UR@UWM](#), [Support for Undergraduate Research Fellows](#), the [McNair Program](#), and [Honors](#) programming.

Governance. UWM is one of 26 campuses comprising the [University of Wisconsin System](#). A prominent feature of the UW System, including UWM, is shared [governance](#), a unique system in U.S. higher education that is formalized in state law. Chapter 36 specifies that the faculty, academic staff, university staff, and students have primary responsibility for advising the chancellor regarding academic and educational activities and the formulation of policies, activities, and personnel matters that affect each of these groups within the University community. Such a system of governance requires an administrative environment that cultivates and sustains collaborative, consultative, and inclusive relationships with the University's faculty, academic staff, and students.

Campus. The University of Wisconsin-Milwaukee's main campus covers 104 acres on Milwaukee's [east side](#). The main campus features 54 buildings totaling nearly 9 million square feet. An aggressive building program over the past decade provided new facilities including the Kenwood Interdisciplinary Research Complex, [Kenilworth Square](#) and [Cambridge Commons](#), to support strong academic programs in business, architecture, performing arts and the sciences, as well as student housing and athletics. A new Lubar Entrepreneurship Center and UWM Welcome Center will open in April 2019.

HOW TO APPLY

The Committee will accept applications and nominations until the position is filled. For best consideration, applications must be received on or before March 29, 2019. Applications received after this date may not be considered.

The Chair of the Search and Screen Committee, Liam Callanan, welcomes all inquiries and nominations. Nominations should include name, position, e-mail and telephone number of the nominee. Professor Callanan may be contacted at liam@uwm.edu or via Tammy Howard at (414) 229-5998.

Applications must include a cover letter, a complete curriculum vitae and contact information for at least five references. These materials must be uploaded through UWM's Applicant Information Management System (AIMS) at: <http://jobs.uwm.edu/postings/28518>

In accordance with Wisconsin's Open Records Law, requests for confidentiality by nominees and applicants will be honored, if so requested, except that names and titles of the finalists must be disclosed.

UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.

Employment will require a criminal background check. UWM takes the prevention of sexual misconduct seriously. As such, you and your references will be required to answer questions regarding any past findings of sexual violence and sexual harassment or any pending allegations of sexual violence or sexual harassment.