

**Call for applications:
Executive Director, Office of Undergraduate Education**

The Executive Director of the Office of Undergraduate Education (OUE) reports to the Executive Vice Chancellor for Academic Affairs (EVCAA) and is responsible for the Office of Undergraduate Education, including the planning and operations of the First-Year Core Curriculum, the Testing Center, pre-major academic programming in the first two years, and relevant college transition programming. The Executive Director serves as part of the Academic Affairs leadership team.

The Executive Director is responsible for refining and reimagining the UW Tacoma first-year curricular experience and will work collaboratively with the Academic Deans and Department Chairs to ensure faculty are available and prepared for teaching Core courses. The Director also works integrally with the Associate Vice Chancellor for Student Success (AVCSS) and student support offices in Academic Affairs, Student Affairs, and the Office of Equity and Inclusion to help build a compelling and sustainable vision for students' first year at UWT.

This role is a half-time administrative position with summer responsibilities, and compensation includes an administrative salary supplement, summer compensation, and partial reassignment of faculty workload. This is an at-will position subject to annual evaluation.

Leadership and Supervision

- Provide vision and direction for OUE in alignment with UW Tacoma mission and values.
- Oversee OUE planning, assessment, and analysis.
- Supervise Program Support Supervisor, Program Assistant, and faculty coordinators as needed; evaluate performance annually.
- Responsible for financial planning and budgeting for OUE.
- Provide ongoing assessment of program effectiveness and impact
- Work collaboratively with the Undergraduate Education Academic Council (UEAC)
- Oversee T UNIV course offerings

Core Program Planning/Curriculum

- Responsible for the Core curriculum including curricular development in collaboration with faculty and the UEAC, enrollment planning and projections, and staffing.
- Oversight of quality of teaching in the Core, including peer review in alignment with Faculty Code, review of course evaluations in Core, and Core faculty development.
- Guide the revision of the Core program offerings in keeping with ongoing programmatic and curricular assessment.

Academic Program and Campus Relations

- Work with Deans and Department Chairs to ensure institutional support for teaching in the Core.

- Collaborate and coordinate first-year programming and initiatives with AVCSS and Academic Success Programs to provide integrated academic support, assessment of academic progress, and successful pathways for pre-major students.
- Collaborate and coordinate with the Director of Writing in assessment, scheduling, and faculty development in relationship to first-year writing, including alignment with the tri-campus policies and pedagogical goals.
- Representation on campus and tri-campus committees as assigned, including Student Success Council and Academic Affairs Leadership Team.

Student Support

- Coordinate with the Undergraduate Academic Advisors (UAA) and the Director of Advising regarding integration of advising support with the first-year academic experience.
- Work closely with student support units across campus to ensure and assess the success of UW Tacoma undergraduate students.
- Coordinate majors and minors fairs and the development of new pre-major pathways
- Develop and implement pre-college transition programming/curriculum in collaboration with relevant campus units

Required Qualifications

- Rank of Associate Professor or above (teaching or tenure-track) at UW Tacoma.
- Demonstrated success in academic leadership, including work within shared governance structures and/or coordination of faculty or staff.
- Demonstrated experience working effectively with diverse undergraduate populations.
- Ability to lead in complex and change-driven environments, including applying critical and creative thinking to non-routine problems.
- Demonstrated ability to collaborate and communicate effectively with faculty, staff, and campus partners across multiple disciplines and units.

Preferred Qualifications

- A doctoral or terminal degree.
- Leadership experience in undergraduate curriculum and/or first-year or pre-major academic programming, including curriculum design, planning, or oversight.
- Experience with assessment and continuous improvement of academic programs, using evidence to inform curricular or programmatic change.
- Administrative experience, including program planning, budgeting, and supervision.

Interested candidates should submit their CV and a letter of interest to Academic Affairs at acadaff@uw.edu by noon on May 1st.