Call for Nominations: 
Associate Dean of Undergraduate Education 
Enrollment Services and Undergraduate Education

The Associate Dean of Undergraduate Education is a 60 percent appointment that reports to the Vice Provost of Undergraduate Education and Enrollment Services and Dean of Undergraduate Education.

Scope of position:
Working with college leaders and the Office of Academic Affairs, the Associate Dean is responsible for a variety of academic and administrative duties including:

- Providing informational support and leadership on behalf of the Office of Academic Affairs to the colleges and regional campuses.
- Reviewing appeals of academic integrity violations, in conjunction with the Committee on Academic Misconduct (COAM), to summarize findings and make recommendations to the office of the Executive Vice President and Provost regarding the academic discipline of students.
- Providing oversight for the General Education (GE) Program, chairing the university level advisory committee (ULAC), and representing the university at statewide meetings related to the GE hosted by the Ohio Department of Higher Education.
- Responding to undergraduate information requests from outside the university community.
- Representing the Vice Provost of Undergraduate Education and Enrollment Services and Dean of Undergraduate Education, as needed, at meetings and events.

Qualifications:
The Associate Dean of Undergraduate Education must have tenure in one of the schools or colleges and have a demonstrated record of enhancing and championing academic integrity and General Education Program at the departmental, college and/or university level.

Terms of appointment:
The Associate Dean of Undergraduate Education has a 60 percent appointment in Undergraduate Education and Enrollment Service and 40 percent in her or his department or school. The Associate Dean of Undergraduate Education is a 3-year term position that is anticipated to start no later than January 2019.

To indicate interest:
Interested applicants should submit a current CV and a 1-2 page letter of interest to the Vice Provost of Enrollment Services and Undergraduate Education and Dean of Undergraduate Education, Beth Hume, at hume.3@osu.edu no later than Monday, Nov. 5, 2018. Questions about the position should also be directed to Beth Hume. Appointment is contingent on the university’s verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check.

*The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or protected veteran status.*