

## MEMORANDUM

**To:** Faculty and Staff

**From:** James M. Palmer   
Provost & Senior Vice President for Academic Affairs

**Date:** March 15, 2024

**Re:** Inaugural Assistant/Associate Dean of Academic Success Role (Fall 2024 Cohort)

Academic Affairs seeks a vibrant, emerging faculty or staff leader to serve in an inaugural Assistant or Associate Dean of Academic Success role. Open to faculty and staff through 50% release time of current duties, the Assistant or Associate Dean of Academic Success (Fall 2024 Freshmen Cohort) is responsible for becoming a vital part of the cohort's experience, expanding regular success efforts. Reporting to the Associate Vice President of Academic Success, the position will be visible and approachable for the assigned cohort up to four years as a method of increasing retention and graduation. This is not a full-time position, so communication will be vital to ensure duties are manageable. Details about this opportunity are below.

### **Position Working Title**

Assistant or Associate Dean of Academic Success – Fall 2024 Cohort (Rank depends on current title and position)

### **Internal Job Open and Close Date**

March 15 – March 24, 2024

### **Start Date**

June 1, 2024 (to participate in Hoggie Days over the summer)

### **Essential Duties and Responsibilities**

- Helps connect students (Fall 2024 cohort) to each other, their colleges, and various university offices to better assist them in understanding their place as academic scholars.
- Helps build community and engenders trust of assigned student cohort, thereby expanding on the first-year UNIV experience.
- Serves as the 'face' of the administration for the assigned freshmen cohort to further assist them with navigating university processes and bureaucracy.
- Takes note of student-need trends and communicates those to others.
- Helps provide a university administrative presence at events or dining hall meals.
- Along with advisors, follows up strategically on midterm grades and attendance reporting or other early alert notices.

- Understands and is able to explain the current advising model, course sharing platform (Acadeum), and academic probation/suspension policies to students and families when needed.

### **Salary**

This is a 50% release-based appointment. An interactive process between the candidate, supervisor and the associated dean and/or VP will take place to determine the current duties that will be re-assigned for the duration of the appointment, which is anticipated to be for up to four years. The third and fourth year will reduce the release time to 25% as cohorts progress and more support is assumed by their respective Colleges.

#### *Staff:*

If the selected candidate is a staff member, 50% of the current 12-month staff salary will be released back to the department for part-time or other coverage of current duties for an anticipated four-year period. Adjustments may be made based on need, but release time is planned to diminish in years three and four.

#### *Faculty*

If the candidate selected is a faculty member on a 9-month appointment, the amount needed for a part-time adjunct replacement will be allocated to the department to cover the equivalent of 6 semester credit hours in each fall and spring semester for the first two years of a four-year appointment. The release time is planned to diminish in years three and four. Summer months will be covered at a minimum of 50% effort. More summer support may be allocated based on need and budget availability. Adjustments may be made based on need.

#### *Salary adjustment:*

- Given the occasional after-hours and weekend support nature of the role combined with the visibility needed among assigned cohort members, a 20% salary supplement will be made to the candidate's current salary. For example, for a 12-month staff member currently earning \$50,000, a salary supplement of \$10,000 will be added. For a 9-month faculty member, earning \$60,000, a salary supplement of \$12,000 will be added. The supplement will not apply to a faculty member's summer salary and may diminish in years three and four as cohorts move toward graduation and more academic college support.
- To support student interaction, entrance fees to all athletic events will be covered for the selected candidate and his/her guest.
- Similarly, a block meal plan of 60 meals for each fall and spring semester will be provided during the first two years of the assigned cohort.

### **Minimal Requirements:**

- Master's Degree
- Three years of experience in higher education at TAMUK
- Personal *gravitas* needed to ensure the freshmen cohort see the assistant/associate dean as trustworthy and valuable to their university experiences
- Ability to multitask, prioritize, and work cooperatively with others
- Strong written and verbal communication skills

- Ability to work with sensitive information and maintain confidentiality
- Ability to use Microsoft Excel

**Preferred Qualifications:**

- Use of Banner
- Sound use of social media

**Operating Budget:**

In addition to support through the AVP of Academic Success, a budget of \$5,000 will be allocated per year for the first two years to support interaction in this role.

**Performance Reviews and Reporting:**

This role reports to the Associate Vice President for Academic Success for any assigned release time. However, during the annual review period, both supervisors will provide feedback, coming together for an overall assessment of the year's performance.

**Application:**

Qualified applicants should submit to [James.Palmer@tamuk.edu](mailto:James.Palmer@tamuk.edu) the following: (1) a cover letter, (2) a resume or curriculum vita stating education, experience, and qualifications, and (3) a list of three professional references at TAMUK including names, e-mail addresses, and telephone numbers who would be contacted only at the final stages of an interview process. The deadline to apply is March 24.