ANNOUNCEMENT

Associate Dean for Undergraduate Studies
The University of Tennessee College of Engineering
Knoxville, Tennessee

The College of Engineering at The University of Tennessee, Knoxville, seeks a creative and dynamic professional to fill the position of Associate Dean for Undergraduate Studies. The Associate Dean will report directly to the Dean of Engineering and serve as a member of the Dean's staff. The Associate Dean will provide leadership and direction to the College's enrollment management activities and will devise and manage programs and services to improve the recruitment, admission, advising, matriculation, retention, and graduation rates of a diverse student body. In addition, the Associate Dean will coordinate all College activities related to ABET (Accreditation Board for Engineering & Technology).

The Associate Dean will supervise the directors and staff of the Engineering Fundamentals Division, Engineering Freshman Advising Center, Cooperative Engineering and Professional Practice, and Engineering Diversity Programs. In addition, the Associate Dean's responsibilities will include advising students with academic problems, determining students' academic progress, dealing with academic issues and problems raised by students, and managing scholarships. The Associate Dean will also serve as a liaison with the university's undergraduate council and curriculum committee as well as with other university offices including student affairs, admissions, orientation, re-entry, financial aid, records, and registration.

Required Qualifications

- Doctorate degree in engineering and qualifications appropriate to hold rank of full professor in one of the College's academic units
- Demonstrated leadership and administrative skills
- Strong interpersonal and communication skills
- Strong commitment to graduate and undergraduate education
- Understanding of and demonstrated commitment to equal employment opportunity and affirmative action
- Ability to communicate with students from diverse cultures

Desired Qualifications

- Demonstrated experience in scholarly research and publication
- Experience with the assessment process as used in ABET accreditation

Initial screening will begin on November 15, 2003, and continue until the position has been filled. Individuals interested in applying should forward a letter of application, a curriculum vitae, and a list of four references with complete addresses and telephone numbers to: Luther Wilhelm, Chair, The University of Tennessee College of Engineering, 101 Perkins Hall, Knoxville, TN 37996-2000, Telephone: 615-974-2454.

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.