Duke University is accepting nominations and applications of internal candidates for the position of Vice Provost for Undergraduate Education

The position of Vice Provost for Undergraduate Education (VPUE; formerly Dean and Vice Provost for Undergraduate Education) reports to the Provost and is responsible for leading, integrating and coordinating all aspects of the undergraduate student experience. The Vice Provost will work closely with senior administrators responsible for undergraduate affairs in the Nicholas, Pratt, and Sanford Schools and Trinity College, with the Vice President for Student Affairs and with the administrators responsible for the delivery of student services. The Vice Provost will serve as a critical spokesperson for Duke’s aspirations for undergraduate education to students, faculty, other campus constituencies, and external audiences. The Vice Provost will be a member of the Duke faculty and be the key administrative lead for the Board of Trustees’ Undergraduate Education Committee. S/he will participate in the Undergraduate Admissions and Financial Aid Committee, and chair or participate in other committees dedicated to undergraduate affairs.

The world in which our students will work and live is complex and rapidly changing. The student body itself is becoming increasingly diverse in backgrounds, cultures, and interests. The Vice Provost for Undergraduate Education will play a vital role in assuring that our undergraduate education provides the solid academic foundation, broader community experience, and social interactions students need in order to prepare them for all aspects of their future.

We seek a leader who can build upon the accomplishments of the Office of Undergraduate Education and Dean and Vice Provost Steve Nowicki over the past ten years, to strengthen the university’s efforts to better integrate the experiences of Duke students across classrooms, campus activities, the community and their social lives.

Specifically, working with appropriate faculty and administrators in units delivering undergraduate programs, the Vice Provost will drive programming and innovations to assure that they fully meet Duke’s objectives for undergraduate education, including opportunities to:

- Expand signature learning communities (i.e. Bass Connections, Data+), including for disciplinary inquiry, and link new and existing learning communities to residential communities;
- Encourage faculty/student interaction by continuing to provide opportunities, like Duke Conversations and Flunch, that engage undergraduates with faculty;
• Facilitate student access and success regardless of background, and enable all undergraduates to access and benefit from the best of Duke; expand undergraduate Financial Aid and the Rubenstein Scholars program.

The Vice Provost will continue to articulate our aspirations for Duke as a learning community, and challenge and mentor students to play central roles in addressing issues related to undergraduate education.

S/he will lead, with the Vice President for Student Affairs, improvements to physical infrastructure to promote positive social interactions. This will include establishing additional residential house-based living-learning communities, and supporting linkages of academic inquiry with residential houses.

The VPUE is currently responsible for the activities diagrammed below in addition to the following activities:
• delivering annual convocation speeches;
• participating as the Duke representative and/or stand-in for the President for various meetings (e.g., KIP, Mastercard Foundation, American Talent Initiative, COFHE assembly, Academic Council representative to Venice International University);
• fundraising, donor meetings and stewardship with regard to the undergraduate experience and fundraising priorities;
• responding to parent inquiries forwarded from the President (re: admissions, financial aid).
Eight offices and directors also currently report directly to the VPUE:

- **Academic Advising Center**: David Rabiner, Director
- **Academic Resource Center**: Janie Long, Interim Director
- **Office for Civic Engagement and DukeEngage**: Eric Mlyn, Director
- **DukeImmerse**: Morgan Barlow, Program Director
- **Global Education Office**: Amanda Kelso, Executive Director
- **Office of Undergraduate Scholars and Fellows**: Alex Hartemink, Faculty Director; Jane Morris, Executive Director
- **Duke TIP**: Shawna Young, Executive Director
- **Baldwin Scholars**: Colleen Scott, Director

In order to fulfill these responsibilities, the ideal candidate will be:

- an intellectual leader among the faculty;
- an energetic and conscientious administrator broadly familiar with issues in higher education and with Duke’s academic structure, trajectory, policies and processes;
- a strong advocate for Duke University and its teaching and research mission, specifically for the undergraduate population, and an advocate for the institution’s priorities; and
- a preeminent University citizen.
Given the broad range of outstanding internal potential candidates, and the need for the new Vice Provost to immediately understand the university’s operations and programming, only internal candidates will be considered. Nominations of internal candidates and applications may be submitted to susan.booth@duke.edu by Friday, February 16, 2018. Nominations should include a brief statement of why the individual is being nominated and the nominee’s qualifications for the position. Applications should include a CV and brief letter of interest that should describe the applicant’s qualifications and experience. All nominations and applications will be held in strict confidence.

**Vice Provost for Undergraduate Education Search Committee**

Leo Ching, Associate Professor of Asian and Middle Eastern Studies - Chair

Charlotte Clark, Assistant Professor of the Practice in Sustainability Education, Nicholas School of the Environment
Riyanka Ganguly, President, Duke Student Government
Lisa Keister, Gilhuly Family Professor of Sociology
Lenhard Ng, Eads Family Professor, Department of Mathematics
Kenneth Rogerson, Associate Professor of the Practice in the Sanford School of Public Policy
Joshua Sosin, Associate Professor of Classical Studies
Adrienne Stiff-Roberts, Associate Professor of Electrical and Computer Engineering
Christopher Timmins, Professor of Economics
Sue Wasiolek, Associate Vice President for Student Affairs & Dean of Students