

To: Kim Wilcox, Chancellor

From: Cynthia Larive, Provost and Executive Vice Chancellor

Through: Ameae Walker, Vice Provost for Academic Personnel

Re: Renaming the Vice Provost of Undergraduate Education (VPUE) to Vice Provost and Dean of Undergraduate Education (VPDUE)

The Office of Undergraduate Education at UCR was established in 2004 by Chancellor France Cordova and under the supervision of Provost and Executive Vice Chancellor Ellen Wartella. The first Vice Provost of Undergraduate Education (VPUE), Andrew Grosovsky, was charged to “Enhance the Distinction of the University in the Area of Undergraduate Education”. In the intervening years, the Office of Undergraduate Education has substantially increased its scope and has expanded its role consistent with colleges, schools, and divisions on campus. In the same way that the Graduate Dean oversees the Graduate Division and coordinates our graduate programs, a Vice Provost and Dean of Undergraduate Education would appropriately recognize both the breadth and the scope of the current organization.

The VPUE currently oversees some of the largest, and most impactful, undergraduate programs on the UCR campus. These include the University Writing Program, the Academic Resource Center, Summer Sessions, University Honors, the Health Professions Advising Center, Student Evaluation of Teaching (iEVAL), and Prestigious Honors and Awards (mini-grants, Chancellor’s Research Fellows, Goldwater fellows, Strauss scholarships, Fulbright, etc.). Recently, the scope of the VPUE has expanded to include a number of new initiatives focused on student success at the UCR campus. These include increasing the success of underserved undergraduate student populations (California Alliance for Minority Participation, University Innovation Alliance, American Talent Initiative), using predictive analytics to identify students who are in academic difficulty (Civitas), advising students and departments on how to produce academic plans that will allow students to graduate within 4 years (EduNav), establishing a Center for Teaching and Learning supporting all schools and colleges, and increasing the number of qualified community college students who enroll at UCR. In recognition of these duties, the Provost recently included the VPUE on both the Provost’s Cabinet and the Deans’ Council.

The VPUE also offers courses and provides support to students, faculty, and staff across the campus. Courses currently organized by the Office of Undergraduate Education include R’Courses, UCDC and UC-Sacramento courses, and internship courses. However, some of these courses must be offered through the colleges, as the responsibility for courses lies with the

decanal units. For example, UCDC courses are offered through CHASS, which complicates approvals.

In addition, the Office of Undergraduate Education works closely with the Academic Senate on relevant issues and frequently reports to, or is an *ex officio* member on, numerous committees including the committees on Educational Policy, Preparatory Education, and Student Fees. Further, the role of the VPUE is identical to, and often exceeds, the responsibilities of individuals at other UC campuses that hold the title of Dean along with either a Vice Provost or equivalent title (see Table 1).

According to UCR's definition (<https://provost.ucr.edu/roles/>; Appendix), a dean is an administrative head of a unit that provides academic leadership to the faculty and supports the core functions of the university with respect to teaching, research, and public service. UCR deans participate in decision making with the Provost through the Deans' Council and frequently through participation on task forces and other committees designed to address campus goals. The VPUE currently meets all of these criteria, and has responsibilities that align closely with those of UCR's other deans (see Table 2). Accordingly, the title of VPUE does not accurately reflect the current scope of responsibilities at UCR and is not consistent with the title used at other UC campuses. Therefore, I recommend that the title of Vice Provost of Undergraduate Education be changed to Vice Provost and Dean of Undergraduate Education to more truly reflect the scope of duties overseen by this critical position. This change would be budget neutral.

TABLE 1

**Titles of Equivalent Positions with Oversight of Undergraduate Education
at UC campuses**

UC Campus	Title in Undergraduate Education
Berkeley	Vice Provost for Teaching, Learning, Academic Planning, & Facilities
Davis	Vice Provost and Dean
Irvine	Vice Provost and Dean
Los Angeles	Senior Dean and Vice Provost
Merced	Vice Provost and Dean
<i>Riverside</i>	<i>Vice Provost</i>
San Diego	Dean of Undergraduate Education
Santa Barbara	Dean
Santa Cruz	Vice Provost and Dean
San Francisco	Not Applicable

TABLE 2

Alignment of Specific Duties of UCR Deans with current duties of the UCR Vice Provost of Undergraduate Education

Responsibilities of UCR Deans	Current Duties of UCR VPUE
<p>Oversees all aspects of the school, college, or division's teaching, research, and public service missions.</p>	<ul style="list-style-type: none"> • Coordinates teaching and oversees courses in the University Writing Program, University Honors, and Summer Sessions. • Supports and funds undergraduate research programs on campus including, but not limited to, the undergraduate mini-grant program, the Chancellor’s Research Fellows, CAMP, UCDC, and UCCCS. • Initiates and maintains community engagement programs including specialized courses and academic internships.
<p>Provides leadership to the academic planning for the school, college, or division and oversees implementation of the plan.</p>	<ul style="list-style-type: none"> • The VPUE supervises directors of programs within Undergraduate Education to establish annual goals consistent with the organization’s vision, mission, and aims. • The VPUE works closely with all deans and the UCR Academic Senate to coordinate efforts on behalf of all undergraduate students at UCR.
<p>Allocates and manages resources for the school, college, or division, including staff and faculty, physical facilities, and budget. The dean also develops budget requests within the context of the academic plan.</p>	<ul style="list-style-type: none"> • The VPUE oversees 46 staff members, 14 ladder rank faculty members, and approximately 200 student workers across 4 different buildings and 7 distinct physical spaces on campus (UE Administration - Hinderaker Hall, University Writing Program - HSS building, Health Advising Center - Rivera Library, Center for Teaching & Learning – Rivera Library, the Academic Resource Center - Surge, Summer Sessions - Surge, and University Honors - Surge). • Under the newly adopted budget model, UE oversees departments that are characterized as either cost pools (the ARC, University Honors, UE administration) or revenue generating units (Summer Sessions, University Writing Program).
<p>Serves as the chief fundraiser for the school, college, or division, and as the focal point for all external relations, such as community, media, industry, and government.</p>	<ul style="list-style-type: none"> • The VPUE has identified a number of initiatives to fund ongoing projects at UCR that support UE initiatives and works with University Advancement to identify and communicate with potential donors.

	<ul style="list-style-type: none"> • Participates, as necessary, in campus, community, and national initiatives to increase support and visibility of UE-sponsored programs.
Maintains oversight for student-related issues, including academic advising, student relations, and special programs or initiatives to promote student success.	<ul style="list-style-type: none"> • Through the Academic Resource Center provides supplemental instruction, tutoring, and writing support for all undergraduate students on campus. • Provides counseling for approximately 800 students enrolled in University Honors. • Advises pre-health advising for undergraduates at the Health Professional Advising Center.
Reviews academic personnel files and makes recommendations for action, such as recruitment, retention, merit, and promotion. The dean serves as final authority on appointment of faculty at the assistant professor I, II, and III levels.	<ul style="list-style-type: none"> • Reviews personnel action files for Unit 18 lecturers, LPSOEs and LSOEs in the University Writing Program. Serves as the final authority on hiring decisions for Unit 18 lecturers and makes recommendations to the Committee on Academic Personnel on all LPSOE and LSOE appointments. • Works with the University Honors Director to appoint 10 Honors Faculty Fellows on an annual basis.
Develops and implements plans for ensuring diversity among staff, faculty, and students, and for creating a healthy climate in accordance with the Regents' statement of principles adopted in September 2007. Deans are accountable to the Chancellor for the implementation of this plan.	<ul style="list-style-type: none"> • Developed principles of communication within the organization that are consistent with the Regents' statement of principles and UCR's values related to diversity and campus respect.
Ensures compliance with system-wide and campus policies, including Academic Senate regulations.	<ul style="list-style-type: none"> • Administers, monitors, and documents UC and UCR compliance initiatives for all students, staff, and faculty involved in UE programs and initiatives.
Represents the college, school, or division to the campus administration. The dean participates in campus-wide policy and program decisions through membership in the Deans' Council.	<ul style="list-style-type: none"> • The VPUE is a member of the Deans' Council that is coordinated by the P/EVC. • The VPUE is a member of the Provost's cabinet that includes deans and vice provosts. • The VPUE is a member of the Chancellor's Leadership team that consists of deans, vice chancellors, vice provosts, the P/EVC, and the Chancellor.

Appendix

Definition of UCR Deans and description of duties overseen by the Provost and Executive Vice Chancellor (from provost.ucr.edu/duties).

Academic Leadership

The Provost serves as an advocate and mentor for the Deans. A dean is the administrative head of a college or school and is responsible for providing academic leadership to the faculty; carrying out program improvements in teaching, research, and public service; and for student matters, such as academic advising, student relations, and in some cases admissions. Deans report to the Provost & Executive Vice Chancellor. UCR Deans participate in decision making with the Provost through Deans' Council and frequently through participation on task forces and other committees designed to address campus goals.

At UC Riverside, a dean:

- Oversees all aspects of the school, college, or division's teaching, research, and public service missions.
- Provides leadership to the academic planning for the school, college, or division and oversees implementation of the plan.
- Allocates and manages resources for the school, college, or division, including staff and faculty, physical facilities, and budget. The dean also develops budget requests within in the context of the academic plan.
- Serves as the chief fundraiser for the school, college, or division, and as the focal point for all external relations, such as community, media, industry, and government.
- Maintains oversight for student-related issues, including academic advising, student relations, and special programs or initiatives to promote student success.
- Reviews academic personnel files and makes recommendations for action, such as recruitment, retention, merit, and promotion. The dean serves as final authority on appointment of faculty at the assistant professor I, II, and III levels.
- Develops and implements plans for ensuring diversity among staff, faculty, and students, and for creating a healthy climate in accordance with the Regents' statement of principles adopted in September 2007. Deans are accountable to the Chancellor for the implementation of this plan.
- Ensures compliance with system-wide and campus policies, including Academic Senate regulations.
- Represents the college, school, or division to the campus administration. The dean participates in campus-wide policy and program decisions through membership in the Deans' Council.