Position Description

Dean, UCSC Silicon Valley Extension

December 2018
Position | Dean, UCSC Silicon Valley Extension
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Institution | University of California, Santa Cruz
Location | Santa Cruz, California
Reporting Relationship | The Dean reports to the Chancellor and the Campus Provost & Executive Vice Chancellor
Websites | [www.ucsc.edu](http://www.ucsc.edu)  
[www.ucsc-extension.edu](http://www.ucsc-extension.edu)

**ABOUT UC SANTA CRUZ**

UC Santa Cruz is a public university like no other in California, combining the intimacy of a small, liberal arts college with the depth and rigor of a major research university. Since its founding in 1965, the University of California, Santa Cruz has earned international distinction as a university with high-impact research and an uncommon commitment to teaching and public service. A campus with world-class facilities and one of the most visually spectacular settings in higher education, UC Santa Cruz offers rigorous academic programs and cutting-edge research opportunities that teach students how to think, not what to think. A commitment to environmental stewardship and community engagement are central to UCSC's core values. From 652 students in 1965, the campus has grown to 2017-18 enrollment of nearly 19,000 students. Undergraduates pursue bachelor's degrees in 65 different majors supervised by divisional deans of arts, engineering, humanities, physical & biological sciences, and social sciences. Graduate students work toward graduate certificates, master's degrees or doctoral degrees in 41 academic programs under the supervision of the divisional and graduate deans.

Faculty and emeriti who have been attracted to Santa Cruz include 10 members of the National Academy of Sciences, 22 members of the American Academy of Arts and Sciences, and 34 members of the American Association for the Advancement of Science. The outstanding strength and breadth of UCSC's faculty enables the campus to offer high-quality programs in letters, arts and sciences:

- The National Research Council placed the campus first in the nation for the publication impact of its computer engineering Ph.D. program
- In the 2016-17 Times Higher Education world rankings, UC Santa Cruz was ranked 4th in research influence as measured by the number of times its faculty published work is cited by scholars around the world
- BestColleges.com cited UC Santa Cruz first for degree programs, scholarships and other support for Hispanic students. The University became a Hispanic Serving Institution in 2015, a special designation from the Department of Education that enables higher education institutions to apply for grants supporting the academic success of Hispanic students. To be considered a Hispanic-Serving Institution, universities and colleges must meet specific requirements and apply for the designation. Once earned, the designation allows institutions to apply for federal grants enabling HSI's to expand and strengthen their academic offerings, program quality and institutional stability
Similarly, UC Santa Cruz was listed 5th on Affordable Colleges Online’s list of the 20 Best Colleges for Computer Science majors and included in its top 20 Best Colleges for English and Humanities majors

Princeton Review placed UC Santa Cruz 13th on its list of Top Graduate Schools for Video Game Design for 2017

UC Santa Cruz has been consistently recognized for its sustainability initiatives including a Best Practice Award for the UCSC S-Lab earned from the California Higher Education Sustainability Conference in 2018, as one of the 20 greenest colleges in the country according to the Sierra magazine’s “Cool Schools” ranking, seventh in The Princeton Review's first list of the top 50 green colleges and a Best Practice award from the California Higher Education Sustainability Conference for The People of Color Sustainability Collective.

In competition with scholars throughout the United States, UC Santa Cruz students and alumni have won National Science Foundation Fellowships, Fulbrights, Guggenheims and other prestigious awards in numbers that far exceed expectations for a campus of this size. For more information, please see the Campus Achievements website, the campus's An International Reputation for Excellence factsheet and 50years.ucsc.edu, a website commemorating the campus’ 50th anniversary.

DEAN OF UCSC SILICON VALLEY UNIVERSITY EXTENSION

The Dean of University Extension is responsible for providing visionary, innovative and dynamic leadership and professional management for University of California Santa Cruz (UCSC) Silicon Valley Extension (UNEX), a nimble, creative, self-supporting enterprise that must sustain itself by responding to the changing educational needs of a growing and evolving region with support from the university administration. As an integral part of UCSC’s mission, and in collaboration with the entire campus, UNEX develops and offers courses and certificate programs crafted to support the professional needs and interests of career-minded, lifelong learners located in the heart of Silicon Valley. UNEX offers its curriculum in the traditional classroom and lab settings, online and in blended (hybrid) courses, which offer a combination of classroom meetings and online learning.

The Dean of University Extension oversees the academic, fiscal, administrative, programmatic and strategic operation of UNEX. The Dean is responsible for the quality, fiscal sustainability and appropriateness of courses, certificate programs, curriculum and instructors, subject to the University of California Academic Senate course and curricular review as well as to other campus policies and procedures. Areas of study currently include Biosciences, Business & Management, Design, Education, and Engineering & Technology. Extension currently offers 36 certificate programs.

Included in the scope of the Dean’s responsibilities is the oversight of UC Scout and Smarter Balanced. UC Scout develops and delivers A-G approved (high-school level college prep) online classes and curriculum, with an emphasis on reaching educationally disadvantaged high school students across California. Smarter Balanced Assessment Consortium provides online student assessments and testing for K-12 that are aligned with Common Core State Standards. UNEX provides departmental administration services for daily operations of all three entities.
Reporting to the Chancellor and Campus Provost and Executive Vice Chancellor (CP/EVC), the Dean of University Extension participates in the highest policy level discussions and decisions to assure the most effective and strategic plans for Extension. The Dean serves on campus governing bodies including the CP/EVC’s Advisory Council, the Chancellor’s Cabinet and other groups as needed.

RESPONSIBILITIES

The Dean is the highest authority within Extension with responsibilities that include the following:

- Makes all decisions regarding academic programs, personnel actions, operations and management
- Is responsible for the strategic direction and regional leadership of UNEX
- Efficiently and innovatively operate a fiscally sound, self-supporting operation
- Represents and promotes UNEX to the campus, to systemwide administration and to the community at-large within Santa Clara, Santa Cruz, Monterey and San Benito counties
- Plays a central role in building regional partnerships for Extension, including working closely with Vice Chancellors, Vice Provosts, Deans and regional industry leaders in building UC Santa Cruz’s presence in Silicon Valley
- Ensures efficient, appropriate, and adequate infrastructure for current and anticipated needs relating to both administrative and academic functions of Extension, including securing facilities, designing space to meet programmatic needs, human resource and fiscal management, mitigating risk/liability issues and long-term physical planning
- Collaborates effectively with other senior leaders, including Deans, Vice Provosts, the University Librarian and Vice Chancellors in the expansion of high quality of programs
- Monitors current methods to deliver instruction that uses new and innovative technologies and methodologies
- Plays an important role in campus discussions of Silicon Valley partnerships and campus plans for the Bay Area
- Manages UC Scout and Smarter Balanced entities
- Stays informed of and ensures compliance with all UC policies and state and federal laws, including those related to intellectual property, as they pertain to the delivery of instruction and distribution of course materials
- Adheres to the campus Principles of Community

QUALIFICATIONS

Basic qualifications:
- Demonstrated abilities to:
  - Lead effectively in a diverse, mission-driven environment with a variety of different constituencies including on the main UCSC campus and in the Silicon Valley community
  - Develop strong and positive employee relations
  - Promote efficiency and ensure continued effective communication with diverse constituencies, including administrators, faculty, students, staff, and community partners
  - Demonstrated acumen in budgetary and financial affairs
  - Ability to communicate effectively with administrators, faculty, students and staff in an environment of shared governance
• Extensive and successful administrative experience in higher education, with an emphasis on self-supporting continuing education
• A commitment to continuing education and academic excellence, with a clear understanding and appreciation of the role of the University of California in the community and the State of California
• An appreciation for the mission and responsibilities of a public university serving a multi-ethnic state and a demonstrated commitment to diversity

Preferred qualifications:
• A record of significant participation in professional activities, public presentations and/or published writings indicating leadership in the area of continuing education and other areas of higher education
• Entrepreneurial and business leadership experience and skills
• Experience with external resources development

EDUCATION
A bachelor’s and a graduate degree are required; a PhD is desired.

CONTACT
Confidential review of applications, nominations and expressions of interest will begin immediately and will continue until an appointment is made. To be ensured full consideration, please email a letter of interest and resume to UC Santa Cruz’s Korn Ferry search consultants at UCSCDeanUNEX@kornferry.com by February 15, 2019.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University’s equal employment opportunity policies may be directed to: Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064, (831) 459-3676.