

**THE UNIVERSITY OF IOWA TIPPIE COLLEGE OF BUSINESS  
UNDERGRADUATE PROGRAM**

**Job Description**

**Associate Dean – Undergraduate Program**

**Rank:** FM05 Associate Dean

**POSITION DESCRIPTION**

The Associate Dean of the Undergraduate Program at the Tippie College of Business provides strategic leadership for a comprehensive undergraduate portfolio that includes eight BBA majors, the Economics BA and BS programs, a minor, and multiple certificates serving students within and beyond Tippie. This role ensures the curriculum, student experience, and co-curricular offerings remain innovative, market-responsive, and grounded in both emerging technologies and essential human skills such as communication, adaptability, ethical decision-making, and collaboration. Working closely with faculty, staff, industry partners, alumni, and campus stakeholders, the Associate Dean advances academic preparation, professional development, experiential learning, and forward-looking program design to prepare students for success in a dynamic business environment. The position oversees the Undergraduate Program Office (UPO) across four key verticals—admissions and financial aid; advising; career services; and student experience, including the signature experiential learning program, Tippie RISE, the emotional and mental wellness program, Tippie Thrive, and the high school transition program, Tippie Gateway. The Associate Dean is responsible for overseeing program planning, budgeting, operational alignment, and service excellence. Success in this role depends on the ability to effectively lead and collaborate with a highly skilled staff and fostering a culture of respect, trust, and accountability with students, faculty, staff and constituents across the university and beyond in the educational ecosystem.

**KEY AREAS OF RESPONSIBILITY**

**Strategic Planning**

- Align the undergraduate program mission, values, and goals with the collegiate and university strategic plans.
- Maintain and update the UPO strategic dashboard to ensure continued alignment with the college’s strategic plan and with the competitive pressures associated with maintaining a world-class undergraduate program.
- With the college leadership, develop long-term strategies to deliver a world-class undergraduate educational experience that keeps pace with industry trends, including regular planning processes, an evolving program portfolio, and innovative program delivery.

- Coordinate and continuously improve plans to increase student success and well-being, including but not limited to retention rates, four-year and six-year graduation rates, and placement rates at graduation.
- Coordinate and collaborate with undergraduate Associate Deans across campus to further the mission of the University.

## **Operations Management**

Includes oversight of the following functions and the teams who execute those functions:

- **Administrative**
  - Direct the development and implementation of policies and procedures relevant to the undergraduate program, including: admission, academic misconduct, course planning and scheduling (particularly for BUS and core undergraduate program courses), experiential learning, retention, graduation, financial aid management, and career services.
  - Stakeholder relationship management with students, staff, and faculty to ensure high levels of satisfaction and compliance with college and university policies and procedures.
  - Serve as final decision maker for undergraduate appeals and complaints coming from within UPO and from the departments.
  - With college leadership, develop new services to improve the undergraduate student experience.
  - Represent and negotiate resource and program needs, including dialogue and compliance with other university offices.
  - With departments, lead on-going core curricular reviews including benchmarking data and assist in the implementation of approved curricular changes. Set the strategy and ensure accurate collection and tracking of Assurance of Learning (AOL) data related to AACSB accreditation.
  - Attend undergraduate program events on- and off-site, including undergraduate commencement.
  - Build a successful track record of superior personal and organizational service delivery.
- **Financial/Facilities**
  - Coordinate and monitor the UPO operational budget.
  - Plan, mobilize, and distribute resources to fulfill strategic objectives while maintaining accountability and ethical standards.
  - Work with the Tippie COO and Facilities team to optimize space utilization in the Pappajohn Business complex and Gilmore Hall.
  - Collaborate with the Stead Technology Services Group (STSG) and UI Information Technology Services (ITS) to ensure technology is available to students on-campus and remotely is optimized to meet program needs.
  - Collaborate with STSG and ITS to ensure technology is available to UPO staff on-campus and remotely is optimized and supports their success.

- Human Resources
  - Supervise Assistant Deans and other high-level staff within the undergraduate program office.
  - Establish and lead a high-performing team that is accountable and collaborative.
  - Maintain a supportive unit culture that values all contributors from all backgrounds and enhances the Tippie College community.
  - Support and retain staff through growth and development as individuals and as teams.

### **Communication and Outreach**

- Collaborate with Tippie’s Marketing & Communications unit to ensure collegiate communications to prospective and current undergraduates, in its various forms, are high quality and aligned with the college and university’s brand, mission, values, goals, and strategies.
- Coordinate with the Outreach and Engagement function to integrate centers and institutes into productive experiential and work opportunities for students.
- Establish and build healthy working relationships and partnerships with stakeholders within and external to the Tippie College of Business, including other University of Iowa units, community colleges and other collegiate institutions, as well as K-12 leadership.
- Work with collegiate alumni affairs and the Young Alumni Board to implement activities, events, and communications to support the undergraduate program.
- Represent the undergraduate program at university and college events including advisory council meetings, guest speaker events and community activities.
- Represent or select a delegate to represent the college at meetings of national and international organizations such as AACSB and NUBS.

### **Reporting and Supervision**

The Associate Dean for the Undergraduate Program reports to the Dean and exercises functional and administrative supervision over staff.

### **Appointment**

This is a 100%-time appointment. The associate dean position includes an administrative stipend and reduced teaching and research. For tenured faculty the position is 80% administration and 20% research appointment, and 80% administration and 20% teaching (two courses) for instructional or clinical track faculty. The administrative appointment is at will with a renewable three-year term.

### **Education Requirement**

Holder of the doctorate, terminal degree, or other advanced degree in an academic or professional discipline.

## Required Qualifications

- Must meet one of the following categories:
  - a current Tippie College of Business Tenured faculty, Clinical-track faculty (associate level and higher), or Instructional-track faculty (associate level and higher) **OR**
  - an outside faculty member qualified for appointment at the associate level or higher on the tenured, clinical, or instructional track in one of the six academic departments in Tippie (Accounting, Business Analytics, Economics, Finance, Management and Entrepreneurship, or Marketing).
- Relevant experience with undergraduate business education.
- A record of demonstrating a high degree of judgment, diplomacy, and confidentiality.
- Demonstrated job-related experience fostering a welcoming and respectful work and academic environment for people from all types of backgrounds.
- Excellent written and oral communication skills.

## Desired Qualifications

- Knowledge of University of Iowa systems and/or higher education policies, procedures, and regulations.
- Experience working with top-level collegiate and central administrators.
- Experience and success with multiple task management.
- Demonstration of innovation in undergraduate education.

## Internal and External Search

Current Tippie College of Business faculty on the following tracks are eligible for consideration: Tenured faculty, Clinical-track faculty (associate level and higher), and Instructional-track faculty (associate level and higher). Faculty outside of the University of Iowa are also eligible for consideration with rank that would allow appointment at the rank of associate level or higher on the tenured, clinical, or instructional track in one of the six academic departments in Tippie.

The associate dean's faculty rank and salary will be commensurate with experience and qualifications. The selected candidate will be appointed within one of Tippie's six academic departments at a rank of an associate level or higher on the tenured, clinical, or instructional track based on their experience and qualifications. Appointment with tenure is possible if the associate dean already has a distinguished teaching, research, and service record that meets the standard tenure requirements for all tenured Tippie College of Business faculty. The college's primary aim, however, is to recruit a leader and faculty colleague who will execute the associate dean's administrative responsibilities with great effectiveness.