

University of Wisconsin-La Crosse
Institute for Ethnic & Racial Studies
Director Position (Long Version)

The Institute for Ethnic and Racial Studies offers a rigorous interdisciplinary academic minor, which fosters an understanding of the histories, cultures, and contemporary issues of ethnic and racial groups in their national context. The Institute seeks to affirm the identities, diverse experiences, and influences of ethnic and racial groups that have historically been oppressed in the United States.

The Institute for Ethnic and Racial Studies is committed to providing curricular and other scholarly opportunities for UW-L students to develop the knowledge, skills, and personal dispositions that will enable them to live and function with intercultural competence in a diverse world. The Institute collaborates with other units to sponsor academic programming, which brings important speakers and events to the campus community to advance critical discussions of ethnic and racial issues.

Director:

The Institute for Ethnic & Racial Studies (ERS) seeks an internal candidate for the position of “Director,” to serve a three-year term beginning July 1, 2009. The position would be a 50% position (25% administration and 25% teaching in the Institute) each semester.

Qualifications:

- Tenured UW-L faculty member
- Terminal degree in an area consistent with the academic goals of the Institute
- Demonstrated familiarity with the interdisciplinary focus of ethnic and racial studies
- Ability to provide long-range vision and leadership for the Institute

Institute Goals:

- To acquire departmental status
- To grow the number of students enrolled and graduating in the Ethnic & Racial Studies Minor
- To play a prominent role in advancing the diversity goals of the university
- To support faculty and staff in achieving teaching, research and service goals and attaining tenure, promotion and career progression

Administrative Responsibilities:

- Provide leadership in advancing the mission of the Institute

- Assume a prominent role in creating a professional environment conducive to high morale and productivity
- Provide leadership in all matters concerning the Institute's faculty, staff and students and the Executive Committee
- Represent the views of Institute faculty, staff and students and Executive Committee members to the College of Liberal Studies and University administration
- Preside as chair at Institute Faculty and Executive Committee meetings. Prepare agendas and announce meeting times and places for the same
- Develop semester and summer session class schedule in consultation with the faculty and the ERS Executive Committee. Monitor registration and assess the need to add or cancel classes.
- Implement the authorized curriculum, develop proposals for new or revised courses or changes to the curriculum, and arrange for textbook selection
- Prepare reports as requested by university administration and the Executive Committee
- Handle personnel matters
- Conduct annual faculty and staff evaluations and schedule student evaluations of Institute members
- Receive and respond to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty and grades.
- Correspond with prospective students, teachers, and the general public on their inquiries.
- Attend meetings of appropriate college and university committees (i.e. CLS Chair and Program Directors Advisory Council)
- Arrange for the selection, hiring, training, oversight and evaluation of classified staff and student help
- Describe and publicize faculty and academic staff vacancies, make recommendations to appropriate administrative officer regarding hiring, and provide orientation for new members.
- Provide financial oversight for the Institute budget and manage expenditures

Teaching Responsibilities:

- Teach one course (3 crs) in the ERS curriculum each semester, with the possibility of supervising ERS 490: ERS Seminar, the capstone course
- Advise students in the ERS Minor

Applications:

Individuals interested in applying for the position of Director of the Institute for Ethnic & Racial Studies should submit a cover letter, detailing their interest in and qualifications for this position, and curriculum vitae to: Ruthann Benson, Interim Dean, College of Liberal Studies, 235 Morris Hall. Deadline for Applications: March 9, 2009, 4.30 p.m.

For more information about the Institute: www.uwlax.edu/EthnicStudies

