

November 25, 1997

**MEMORANDUM**

TO: CLAS Chairs and Directors

FROM: Chuck Frazier

RE: Search for Associate Dean for Student Affairs and Director of University Advising

As many of you already know, Larry Severy is finishing his last year as Associate Dean for Student Affairs in the College. This memo is to seek your help in a search for his replacement. By way of assistance, I hope each of you will consider suggesting names of potential candidates. You may do this by talking to me or any other member of the search committee. They are: Sharon Difino, Ira Fischler, Bill Kolb, Carmine Lanciani, Jean Larson, Lou Powers, Les Thiele, and Henri Van Rinsvelt.

This is an internal search and the deadline for receipt of formal letters of application is January 30, 1998. Please discuss the position with faculty in your departments as you consider appropriate and nominate candidates as you wish. There is no need at this stage to confirm a nominee's interest.

I have attached on a separate page a job description. Feel free to pass it along to anyone with an interest. This memo and the job description are posted on the Dean's web site at <http://www.clas.ufl.edu/dean/memos/nov97/memo1.html>

**CLAS Associate Dean for Student Affairs,  
Director of University Advising  
Job Description**

- Direct and coordinate advising to all CLAS undergraduates. This entails serving as the program manager of a twenty-five person team of advisors and technical/support staff.
- Serve as Chair of the CLAS Undergraduate Coordinators Committee, the Petitions Committee, and the Postbaccalaureate Admissions Committee, and as the faculty liaison for CLASSC.
- Direct and coordinate general advising to UF undergraduates including retention programs, electronic and distance advising, and programs for special populations such as diversity, pre-health, pre-law, and athletics.
- Serve as CLAS representative and as a University appointee on the University Curriculum Committee, the Student Admissions Committee, the Enrollment Management Committee, and the Undergraduate Advising Council.
- Serve as Academic Director of PREVIEW - the University's summer orientation program. This includes hiring, training, and directing approximately 35 faculty from various colleges who serve as advisors to incoming students. Deliver the welcoming address at each of the 20 summer programs.
- Direct CLAS admissions (i.e., transfers), certifications, and graduation certifications, dual majors, minors, second degrees, postbaccalaureate pre-professional programs.
- Direct the computer programming necessary to support the University's universal tracking, automated degree checking, and the ISIS projects as well as the state's articulation agreement.
- Serve as the appellate officer for students, parents, faculty, and staff on issues not resolved regarding any of the above matters.
- Serve as the advising liaison to the President.