

Associate Provost for Undergraduate Education

Position Description

February 2025

Overview

The Office of the Provost seeks to identify the next Associate Provost for Undergraduate Education (APUE). This position leads the [Office of Undergraduate Education \(UE\)](#) in strengthening connections between central administration, undergraduate schools, and Student Affairs to promote and support the academic excellence and personal growth of Northwestern's undergraduate students.

Reporting to the Provost, the APUE is a member of the Office of the Provost leadership team. The APUE is supported by 2.5 full-time staff members in the Office of Undergraduate Education and supervises 8.5 direct reports who lead the following units:

- [Academic Support and Learning Advancement](#)
- [Center for Civic Engagement](#)
- [Office of Fellowships](#)
- [Office of First-Generation, Lower-Income \(FGLI\) Initiatives](#)
- [Health Professions Advising](#)
- [Global Learning Office](#)
- [Naval Reserve Officers Training Corps \(NROTC\)](#)
- [Searle Center for Advancing Learning and Teaching](#)
- [Office of Undergraduate Research](#)

The APUE will be appointed for a renewable 3-year term. The faculty member in this position will have an opportunity to maintain a research or teaching role up to twenty percent of the time.

Key Responsibilities

The APUE leads institutional strategy and efforts to ensure all undergraduate students can thrive during their time at Northwestern. This includes developing, implementing, and evaluating initiatives to enhance the undergraduate academic experience and leading University-wide collaborations to support student success. The APUE partners with the schools, the Undergraduate Education units listed above, the Division of Student Affairs, and other University stakeholders to support students' academic experience by elevating

best practices on a range of topics including academic advising, fostering excellent teaching, ensuring access to affordable course materials, and increasing engagement between students and faculty. The incoming APUE will have the opportunity to work with partners to define priorities for the Office of Undergraduate Education moving forward.

The APUE also advances University priorities related to undergraduate education by convening and chairing several University-wide committees including the [Undergraduate Council](#), the [Generative AI Advisory Committee](#), and the [Academic Integrity Council](#).

Qualifications and Competencies

The APUE will be:

- A tenured faculty member at the rank of full professor.
- Knowledgeable about undergraduate education at Northwestern with considerable experience working with Northwestern's undergraduate students.
- A strategic thinker and effective manager with strong communication skills.
- A collaborative partner, possessing the skills to accomplish work through others by building relationships across constituencies, including undergraduate students, faculty members, deans, unit leaders, administrators, and others.
- Committed to fostering student success and enhancing teaching and learning.
- Committed to upholding an inclusive community that cares deeply about the interests and needs of its student body.

Procedures for Candidacy

Applications, nominations, and inquiries are invited. Applications should include a CV and letter of interest addressing the priorities in this profile.

Application materials, nominations, and inquiries can be submitted to the Office of the Provost at StrategicInitiatives@northwestern.edu.

Priority consideration will be given to applications submitted by March 10.