

## Associate Dean for Undergraduate Education

Academic Deans, in consultation with the Provost and the Dean of Undergraduate Education, appoint the Associate Deans for Undergraduate Education from members of the permanent faculty in their school. The Associate Deans for Undergraduate Education (ADUE), sitting together, comprise the Council of Associate Deans for Undergraduate Education, hereinafter referred to as “the Undergraduate Council.” The Chair of the Undergraduate Council is the Dean of Undergraduate Education. The Undergraduate Council steers the course of undergraduate study by managing the policies and procedures that govern undergraduate education at The University of Texas at Dallas.

The Undergraduate Council serves a primary role in undergraduate admissions. The Undergraduate Council reviews most freshman applications and decides on the admission of each applicant. Associate Deans are also responsible for reviewing all upper-division transfer applicants to their schools that do not meet automatic admission standards and overseeing the application of transfer credit to university degree requirements. Admission to fast-track graduate programs within each school is managed by the Associate Dean. This position also manages many academic actions including academic drops, withdrawals, probations, suspensions, and readmissions.

The Undergraduate Council advises the Provost on all matters pertaining to undergraduate instruction and is specifically charged by the Provost with the approval and scheduling of courses used by students in meeting core curriculum requirements. In consultation with their academic deans, the ADUE’s are responsible for coordinating the undergraduate offerings within their schools and assuring that all academic programs meet university curricular requirements as well as other certifying criteria for student graduation and academic honors. Associate Deans are also responsible for the organization and content of the undergraduate catalog as it relates to their school and, as the Undergraduate Council, are responsible for the revision and publication of the catalog.

In concert with the Undergraduate Dean and the academic deans of their respective schools, the ADUE’s have a primary responsibility for managing systems of academic advisement appropriate to the requirements and goals of their respective schools and the university, and for supervising and evaluating advising staff and programs. The Undergraduate Council and the Director of Undergraduate Advising supervise and continue development of the collective advising program. With the help of professional advisors, each ADUE manages the academic programs of probationary students and works to enhance academic persistence and graduation rates. In conjunction with the Office of Records and Registration, each Associate Dean maintains the degree profiles and electronic degree audits for all programs with the school.

Associate Deans for Undergraduate Education are charged by the Provost with cooperating with the Office of Student Life and the Office of Enrollment Services to recruit new students by participating in organized recruiting activities. This responsibility also includes participation in orientation programs for entering freshmen and transfer students. Within each school, the ADUE, in conjunction with the faculty and academic dean, recruits students for academic programs and responds to inquiries about study in specific programs housed within the school.