



MEMORANDUM

To: TAMUK Campus Community

From: James M. Palmer *JM Palmer*
Provost & Senior Vice President for Academic Affairs

Date: February 15, 2024

Re: Search Committee for the Associate Vice President for Academic Success

I am pleased to announce the members of the search committee for the university's Associate Vice President for Academic Success, which is filled in the interim by Dr. Maria Velez-Hernandez. The position was posted in December. The following have agreed to serve as committee members:

Linda Villarreal, Interim Dean, College of Education and Human Performance (Chair)
Bart Ballard, Department Chair and Professor, Rangeland and Wildlife Sciences
Cherron Hoppes, Special Assistant to the Vice President for Student Affairs, Student Affairs
Dominique Pena, Program Coordinator, Student Success
Bonita Dove, Assistant Director Advising, Student Success
Abigail De La Mora, Effectiveness and Planning Officer, Performance Excellence and Strategy
Michael Muzheve, Interim Associate Dean, College of Arts & Sciences
Kim London, Staff Council, Recruitment and Outreach, College of Education and Human Performance
Jody Marin, Faculty Senate, Associate Professor of English, Interim Writing Center Director
Fernando Garcia, Student Government Association

Members of the committee would:

- Conduct the search in accordance with Recruitment and Hiring Procedures and with assistance from Human Resources;
- Maintain confidentiality, discussing search committee business and applicants in private and only with other committee members;
- Review and evaluate applications in order to narrow the candidate pool by assessing the experience, expertise, and fit of each candidate after establishing a set of review criteria and questions;
- Participate in meetings and interviews of candidates selected for the various phases of the process;
- Work collectively to schedule and manage the on-campus interview process, including the work to encourage various campus stakeholders to participate and offer feedback; and,
- Recommend candidates at each stage for consideration outlining strengths and weakness of each candidate in no particular rank order before proceeding to the next phase.

The committee will begin to review candidates shortly. I encourage members of the community to be engaged in the search process as candidates are brought to campus.

The Associate Vice President of Academic Success directs division and departmental operations, initiatives, and activities and is responsible for developing, implementing, and evaluating strategies that support increases in retention and graduation of undergraduate students. Reporting to the Provost and Senior Vice President for Academic Affairs, the position is a member of the Academic Advisory Council. The Associate Vice President works closely with administrators, faculty and staff to promote best practices in student success and oversees first- and second-year experiences under Academic Affairs, bridge programs, professional academic advising, and student academic support services and works collaboratively with various units on student placement, new student orientation, among other areas. The position has a considerable role in developing and supporting the University's Quality Enhancement Plan (QEP).

cc: Robert H. Vela Jr.