

## 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 Dean of Undergraduate Studies

I am pleased to announce the members of the search committee for the university's Dean of Undergraduate Studies. This dean's role results from a revision and expansion of duties of the Dean of Honors position and was posted in December. The following have agreed to serve as committee members:

Darin Hoskisson, Associate Vice President for Academic Affairs and Dean of Graduate Studies (Chair)  
Kirsten Compary, Assistant Vice President of Student Affairs and Dean of Students  
Mauro Castro, Regents Professor, Department of Chemistry  
Jeff Glick, Department Chair and Associate Professor, History, Political Science and Philosophy  
David Ramirez, Department Chair and Professor, Environmental Engineering  
Nicolette Dacke, Program Coordinator, Global Engagement  
Cadi Lusk, Assessment and Accreditation Officer, Performance Excellence and Strategy  
Tammy Romo-Alcala, Staff Council, Career Engagement  
Michelle Garcia, Faculty Senate, Professor, Department of Animal Science and Veterinary Technology  
Jacqueline McClendon, 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 Dean of Undergraduate Studies position provides oversight of undergraduate education and oversees, with Academic Affairs, the core curriculum, the General Studies and Applied Arts and Sciences degrees, study abroad and student exchanges, Honors Program, and components of the undergraduate catalog, including policies and procedures. Reporting to the Provost and Senior Vice President for Academic Affairs, the Dean is a member of the Deans' Council, and works closely with the Associate Vice President for Academic Success, transfer teams, academic deans and faculty. Working collaboratively, the dean also interacts with various teams on activities such as New Student Orientation, Hoggie Days, among others.

cc: Robert H. Vela Jr.