

Director of Undergraduate Studies in Criminal Justice - Assistant, Associate, or Professor

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Position Summary

THE UNIVERSITY OF KENTUCKY, COLLEGE OF SOCIAL WORK (CoSW) is a renowned leader in higher education. Our mission is clear: Through rigorous research, excellence in instruction, and steadfast service, the CoSW works to improve the human condition. Always, in all ways.

As the state's flagship university, CoSW is committed to actualizing our mission through innovative, accessible academic programming. CoSW is home to several undergraduate, graduate, and doctoral programs, including: Bachelor of Arts in Criminal Justice (traditional and online), Bachelor of Science in Criminal Justice (traditional and online), Bachelor of Arts in Social Work (traditional and online), Master of Science in Criminal Justice (online), Master of Social Work (hybrid and online), Doctorate of Social Work (online), Ph.D. in Social Work (traditional), and multiple certificate programs. In addition to Lexington's main campus, we have a satellite campus at Fort Sam Houston in San Antonio, Texas.

The Director of Undergraduate Studies in Criminal Justice serves as the academic leader for the Bachelor of Arts and Bachelor of Science in Criminal Justice programs and undergraduate certificate offerings. Working collaboratively with the Chair and Executive Director of Criminal Justice, the Director provides strategic leadership for curriculum, student success, faculty engagement, program quality, and academic innovation across both in-person and online learning environments. Reporting directly to the Chair and Executive Director, the Director collaborates closely with faculty, staff, college leadership, and university partners to advance educational excellence while supporting enrollment growth, workforce readiness, and continuous improvement across the undergraduate criminal justice enterprise.

Primary responsibilities and major areas of emphasis of this position include but are not limited to:

Leadership

- Conceptualize and communicate vision, priorities, and goals for undergraduate degrees and certificate programs in Criminal Justice.
- Represent the interests of undergraduate programs and certificates at relevant, appropriate international, national, state, and local venues.
- Provide leadership and support to faculty and/or staff assigned to undergraduate programs and certificates.

Student Support and Experience

- Remain informed about emerging challenges and opportunities affecting undergraduate students and collaborate with faculty and staff to address needs and enhance opportunities.
- Actively engage in development initiatives that strengthen scholarship support for undergraduate Criminal Justice students.
- Partner with the Director of Recruitment to implement strategies that increase applications and admissions to the undergraduate Criminal Justice programs.

Strategic Planning and Program Development

- Lead the deployment of new programmatic efforts associated with the undergraduate Criminal Justice programs and certificates.
- Develop strategic plans and frameworks consistent with programmatic goal attainment, and the broader CoSW and University plans.
- Oversee the delivery of the BACJ and BSCJ curricula and certificate programs.
- In cooperation with the Chair and Executive Director of Criminal Justice, submit a deployment schedule for relevant academic semesters.

Personnel and Resource Procurement and Oversight

- Build, submit, and track annual budget requests for the undergraduate Criminal Justice programs and certificates for consideration of the Criminal Justice Chair and Executive Director and Offices of the Dean and ADASA.
- Recruit and support PTIs assigned to the undergraduate Criminal Justice programs and certificates.
- Participate in personnel reviews and assessments for faculty teaching in the undergraduate Criminal Justice programs.

Quality Control and Reporting

- Lead annual curricula reviews for the undergraduate Criminal Justice programs.
- Establish and lead quality assurance reviews and process/procedures, with strict adherence to program specific learning outcomes.
- Provide performance and other reports associated with the BACJ and BSCJ programs and certificates.

The Director of Undergraduate Studies in Criminal Justice will serve on the CoSW Academic Leadership Council and the CoSW Leadership Team. As well, the Undergraduate Studies in Criminal Justice Programs Director serves as an ex officio member of the following college committees: Admissions and Retention, Advising and Student Concerns Committee, and the Curriculum Committee. Other assignments as outlined in the DOE (e.g., research, teaching, and service as assigned by the Dean).

The University's mission involves three primary functions across our faculty cohort: instruction, research, and service. Each year, various ranking faculty work with the Office of the Dean to delineate their distribution of effort (DOE). This DOE outlines how faculty will spend their time. In general, DOE for faculty members in the Regular Title Series typically includes allocations in the areas of instruction, research, and service. Of course, the DOE can fluctuate depending on an array of factors (e.g., grant funding, new course development, service to the college, etc.). The DOE for the Director of Undergraduate Studies is subject to negotiation but we anticipate roughly 50% administration, 25% teaching, 20% research, and 5% service.

While the DOE is reviewed on an ongoing basis, faculty are expected to develop and maintain a dynamic, externally funded research program and strong record of high-impact scholarship (e.g., publications, presentations, etc.). In addition, successful candidates are expected to teach undergraduate and graduate courses. It is expected that work in this faculty appointment, including but not limited to course instruction, office hours, administrative meetings, and attending college-wide events such as faculty meetings, will occur on-site.

Minimum Requirements

- PhD in Criminology or Criminal Justice
- Strong potential for securing external funding and producing high-quality scholarship
- Ability to foster, develop, and/or maintain positive professional relationships with local, state, federal, and private criminal justice focused agencies/organizations/associations

Employment at UK is subject to fund availability and comes with many rewards, focusing on your total well-being and career development, with leadership striving to provide a strong work-life integration. The university generously contributes to employees' retirement plans, medical coverage, and life insurance. In addition, UK offers optional benefits such as dental and vision insurance, additional retirement plans and much more. To learn more about these benefits, please visit: <https://hr.uky.edu/employment/our-benefits>.

Procedure for Candidacy

Applicants are requested to submit the following:

- Letter of interest detailing applicant's goodness of fit for the position, a brief discussion of administrative leadership experience, research agenda, and relevant teaching experience (upload as Cover Letter)
- Curriculum Vitae (upload as Resume)
- Administrative statement that summarizes leadership experience, engagement with criminal justice education, curriculum review and development, research interests, and impact on the criminal justice field (upload as Specific Request #1)

- Contact information for at least three professional references (upload as Specific Request #2)

Review of applications will begin immediately and will continue until positions are filled.

Inquiries about the position can be emailed to UKCOSW@uky.edu.