

POSITION PROFILE

Fisher Family Executive Director & Associate/Full
Professor, Literacy Research Center & Clinic

Fall 2023





UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing approximately 12,000 students from all 50 states and 83 countries. UW is known for its accomplished faculty and world-class facilities, its low student/faculty ratio, and quality undergraduate and graduate programs within its colleges of Agriculture, Life Sciences and Natural Resources, Arts & Sciences, Business, Education, Engineering & Physical Sciences, Health Sciences, Law, and the Honors College, as well as the School of Energy Resources, School of Computing, and the Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year public university in the state of Wyoming, though it maintains close relationships with the state's eight community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research, the School of Energy Resources, and the School of Computing. UW has played important roles in the lives of students, Wyoming residents, and communities for 137 years and has been:

- Recognized by *Forbes* in 2019 as "One of America's Best Value Colleges".
- Rated as a "Top 15 Outdoor Adventure College" by *Outside* magazine.

Furthermore, Wyoming ranked #4 in the *U.S. News and World Report's* "Best States for Higher Education".

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Forward for Wyoming 2023+: A Strategic Plan for the University of Wyoming](#)," demonstrates that it is an exciting time to be a part of UW as the institution embarks on ambitious and impactful initiatives.

Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and Western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Named the "#1 Small College Town in America" by *College Value Online*, Laramie boasts a low cost of living with no state income tax, incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.



COLLEGE OF EDUCATION

The College of Education shares in the land grant mission of the University of Wyoming and maintains an abiding commitment to the ongoing growth and vitality of educators and counselors across Wyoming. In this context, the College provides outstanding research-based programs leading to initial licensure and certification for the teachers, counselors, and leaders in Wyoming's schools and mental health counselors in Wyoming's rural communities. As importantly, the College's programs provide essential support for teachers and counselors across the arc of their careers.

The College of Education develops and delivers cutting-edge instruction and professional support across Wyoming's expansive geography, which presents unique opportunities for innovation in teaching and learning. The College's work reflects this by incorporating globally innovative forms of competency-based learning, mentoring through communities of practice, and college and career readiness pathways which prepare educators for all settings and environments.

The College's role in the state presents a singular opportunity for scholars committed to the large-scale impact of their scholarship while also providing a significant responsibility to be knowledgeable, engaged actors through their work and programs. As the only four-year, public institution in the state, members of the College of Education community bear the substantial weight of connecting research to practice informing policy and action directly. No university in the country enjoys such immediate access to the state-level policy environment.

The College has over 1,100 students studying across four baccalaureate program areas and eight graduate programs offering MS, Ph.D., and Ed.D. degrees, along with a range of post-graduate certificates in Counseling and Education. More than 50 full-time faculty, 20 professional staff, and 15 graduate assistants bring these programs to life. The College is home to the Wellspring Counseling Clinic, the Science & Mathematics Teaching Center, the Literacy Research Center and Clinic, the UW Early Care and Education Center, the Trustees Education Initiative, the Wyoming Early Childhood Outreach Network, and the Wyoming School-University Partnership. The College has more than 24,000 living alumni. More than 3,300 currently work in Wyoming's public schools.

The College of Education is currently led by the John P. Ellbogen Interim Dean, Jenna Shim. Shim, a professor in the School of Teacher Education, has served as the associate dean for academic affairs and graduate studies in the University of Wyoming's College of Education for the past three years. She joined the UW faculty in 2009 and has also served as associate director in the School of Education; program coordinator for the English as a Second Language (ESL) graduate program in the School of Teacher Education; and founder of the annual Wyoming ESL and DLI (dual language immersion) Conference.



THE LITERACY RESEARCH CENTER & CLINIC

The UW Literacy Research Center and Clinic (LRCC) serves as the epicenter for disseminating literacy knowledge and evidence-based practices in Wyoming. The LRCC offers professional development for practicing teachers, a clinical setting for preparing pre-service teacher candidates, and cutting-edge research conducted by faculty and graduate students on literacy education.

LRCC is a literacy clinic that houses state-of-the-art technology for virtual and in-house clinical activity in Wyoming and provides programs, conferences, and educational opportunities to strengthen the community's capacity to teach literacy effectively to students of all ages and levels. The Center provides practicum opportunities for undergraduate and graduate students and partners with individual students, teachers, and schools as well as a growing number of educational organizations across Wyoming including school districts, statewide educational organizations that support libraries, and child development centers. Broad, statewide engagement is the thread that runs through all of the LRCC's work.

The work of the LRCC is guided by the LRCC Outreach Advisory Board which is comprised of Wyoming legislators, former and current Wyoming education policymakers and agency directors, and other Wyoming educational stakeholders.



THE OPPORTUNITY

The University of Wyoming's College of Education seeks a distinguished literacy scholar to serve as the Fisher Family Executive Director & Associate/Full Professor, Literacy Research Center & Clinic. This named executive director/professor will join a vibrant, growing faculty and program that is moving toward national prominence in literacy education. The Center seeks an individual who has solid leadership skills, a strong record of scholarship, extensive professional accomplishments, and a history of successful extramural funding.

In addition to a salary commensurate with the status of a high-profile, established scholar, this 12-month, full-time, tenure-track position provides access to an annual budget and discretionary funds to support research and teaching endeavors.

In addition to overseeing the day-to-day operations of the Center, the Executive Director (ED) will provide leadership and work collaboratively with literacy faculty to continue the development of the Center. The ED is charged with delivering an annual report along with regular status updates to the Dean, donors, the Outreach Advisory Board, and other key stakeholders. The ED also develops and oversees fiscal year budget allocations and supervises the LRCC Office Associate and graduate assistants funded by the Center. The ED will travel extensively within the state to provide professional opportunities for Wyoming schools while establishing and maintaining key partnerships with professionals in public schools and non-governmental organizations.

The Executive Director will join with other named positions in the College of Education (including a named Deanship, two endowed chairs in literacy education, as well as endowed chairs in science education, mathematics education, and early childhood education) to strengthen and expand the impact of literacy education in the College of Education, at the University, within the state, and throughout the nation. The Executive Director will play a leadership role in continuing to develop the LRCC; improving the College's already excellent undergraduate and master's programs; further developing a growing doctoral program; expanding opportunities for collaboration among faculty and students; increasing extramural funding and scholarly productivity; expanding outreach to the state and the nation; and continuing to develop a collaborative infrastructure amongst national and international scholars on focused lines of literacy research.

This position provides vital support to campus customers and requires the successful candidate to be available to work on campus.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work closely and collaboratively with the College of Education’s administrators, the literacy-endowed chairs, literacy faculty, and the LRCC staff to provide visionary state and nationally recognized leadership.
- Oversee the day-to-day operations of the Center.
- Continue with an active scholarly line of inquiry and publication in the field of literacy.
- Seek extramural funding for research and development in literacy education.
- Recruit and advise graduate students in literacy education.
- Teach literacy courses in the candidate’s areas of expertise.
- Provide leadership and work collaboratively with literacy faculty to continue the development of a nationally recognized program in literacy education.
- Continue the development of the LRCC.
- Collaborate with faculty and departments across the UW campus.
- Establish and maintain partnerships with professionals in public schools and non-governmental organizations.
- Travel extensively within the state to provide professional learning opportunities for Wyoming schools.
- Coordinate and serve as an ex-officio member of the Outreach Advisory Board to describe and promote the vision and opportunities for Wyoming that are available through the LRCC.
- Work collaboratively with UW Foundation representatives to secure ongoing operations and projects, and to provide stewardship to new and existing donors.
- Oversee the selection, reporting, and evaluation process for projects, in line with the vision and mission of the LRCC.
- Deliver an annual report and provide regular status updates to the Dean, donors, the Outreach Advisory Board, and other key stakeholders.
- Develop and oversee fiscal year budget allocations.
- Build, maintain, and further relationships with donors, legislators, the Wyoming Department of Education, and other Wyoming stakeholders.
- Serve as a member of the College Leadership Council.
- Attend meetings of UW Deans and Directors.
- Attend state and national meetings/conferences, and collaborate with districts, non-governmental organizations (NGOs), and community groups as needed to promote research-based literacy practices in Wyoming.
- Supervise LRCC Office Associate and graduate assistants funded by the Center.

MINIMUM EXPERIENCE/CREDENTIALS REQUIRED:

- An earned doctorate in literacy education or a literacy-related field.
- Earned rank of tenured full or associate professor at an accredited university.
- A well-established record of literacy research and scholarship commensurate with the rank of advanced associate or full professor.
- Administration experience commensurate with the role of director, including successful experience with managing teams and working with budgets.
- Demonstrated effectiveness in collaborative leadership.
- Familiarity with the work associated with submitting external grants.
- Demonstrated excellence in teaching and advising graduate students.
- A commitment to diversity, equity, and inclusive excellence in all aspects of teaching and learning.
- A willingness to serve as a literacy advocate and the capacity to travel across the state to promote literacy practices.
- Valid driver's license with a motor vehicle record (MVR) that is compliant with the [University Vehicle Use Policy](#).

PREFERRED ADDITIONAL QUALIFICATIONS:

- A demonstrated track record of writing external grants and securing funds.
- Expertise or experience with professional development.

THE IDEAL CANDIDATE WILL POSSESS:

- Strong leadership skills.
- A demonstrated track record of establishing collaborative relationships/partnerships to promote literacy.
- A research agenda relevant to literacy processes and education and including expertise in one or more of the following areas:
 - K-3 literacy, adolescent literacy, family literacy, or early childhood literacy education.
 - Literacy education for English learners or culturally diverse students.
 - Elementary or adolescent literacy education, including developmental and disciplinary literacy.
 - Evaluation and instruction of students with literacy difficulties.
- The capacity to teach up to 6 credits over the course of the academic year in addition to managing administrative responsibilities.

The University of Wyoming invites diverse applicants to consider its employment opportunities. UW is especially interested in candidates who have experience working with diverse populations and/or diversity initiatives.

UW offers a competitive salary and strong benefits including a retirement plan with a 14.19% University contribution (based on gross salary), excellent leave plans, (vacations, sick days, and holidays), a tuition waiver program, a recreation center discounted membership opportunity, and a variety of on-campus dining and banking services.





PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by November 2, 2023 will be given first consideration.** Please submit a CV/resume and a letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su376>

For more information or to offer recommendations or nominations:

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, and North Carolina.

Members of under-represented groups are encouraged to apply. The University's policy has been and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or other status protected by state and federal statutes or University regulations. The University's nondiscrimination policy applies to all matters relating to its education programs and activities including recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small-town feel with a multitude of amenities and entertainment. The name “Wyoming” conjures up visions of the Old West as few others can. Laramie features a historic downtown, prairie and mountain vistas, rodeos, guest ranches, and more. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels.

Interesting Facts:

- Also known as the “Gem City of the Plains,” Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax, but does not have a state income tax or state inheritance tax.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine per year.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic mountain scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. Whether you prefer walking or hiking; camping or day trips; fishing or hunting; mountains, lakes, rivers, or trails – Laramie offers something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens, and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is one of Wyoming’s favorite playgrounds!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>