

Camryn Sparks

Academic Dean of Undergraduate Studies and Honors

☎ (847) 555-7314 ✉ camryn.sparks@example.com

🌐 linkedin.com/example/camrynsparks 📍 Evanston, IL 60201

STRENGTHS

- 👥 **Collaborative governance**
Faculty committees became practical decision spaces through clear evidence, open discussion, and follow through on shared priorities.
- 📖 **Student pathway design**
Advising, orientation, and transfer work connected students with timely choices; colleagues often sought guidance on difficult cases.
- 📋 **Curriculum assessment**
Learning evidence shaped general education revisions and accreditation materials, giving faculty a clearer basis for action.
- ❤️ **Inclusive academic leadership**
Policy conversations made room for varied student experiences, helping teams address access, equity, and belonging with care.
- 🎓 **Faculty development**
Workshops and mentoring supported stronger teaching practice; instructors valued practical conversation more than abstract mandates.

SKILLS

General education

Honors programs

Curriculum assessment

Faculty governance

Student success

Academic advising

Transfer articulation

Grant administration

Budget management

Inclusive excellence

SUMMARY

Academic dean and tenured professor with 15 years of progressive **higher education** experience across liberal arts instruction, **general education**, honors, curriculum assessment, student success, faculty governance, and academic administration. Leads institution wide planning from **first year seminar** and **writing across the curriculum** through undergraduate research, experiential learning, senior capstone, and completion. Supervises program directors and staff, guides faculty searches and personnel review, manages budgets and grants, and supports accreditation with clear evidence. Uses persistence, progression, graduation, and enrollment data to shape policy, advising, resource decisions, and inclusive excellence initiatives. Collaborative work with faculty, registrars, enrollment leaders, student success units, articulation partners, and community organizations supports ethical academic decisions and stronger student pathways. Ready to bring thoughtful governance, practical stewardship, and humane leadership to undergraduate education.

EXPERIENCE

Associate Provost and Dean of Undergraduate Education

Lakeshore University 📅 July 2022 - Present 📍 Evanston, IL

Direct institution wide undergraduate education, **faculty governance**, **student success** partnerships, assessment, personnel, budgets, grants, accreditation, and program operations.

- Led **general education assessment** with faculty evidence, strengthening curriculum review and academic standards.
- Coordinated registrar, **advising**, and enrollment partners around **progression** policy and student support decisions.
- Used persistence data to guide resource allocation, improving alignment across undergraduate programs and services.
- Managed personnel reviews, grants, budgets, and accreditation evidence for institution wide academic operations.
- Represented undergraduate education in governance, partnerships, recruitment, and community facing initiatives.

Dean of General Education and Honors

Prairie State University 📅 July 2018 - June 2022 📍 Normal, IL

Directed general education and honors programs, connecting **curriculum planning**, undergraduate research, faculty governance, student success, grants, and inclusive **academic policy**.

- Revised general education pathways through faculty committees, aligning learning outcomes with assessment evidence.
- Expanded **honors** advising and **undergraduate research** connections across liberal arts departments and campus partners.
- Reviewed progression and **completion** data, informing **retention** initiatives for undeclared and transfer students.
- Supervised program leaders and staff through searches, evaluations, appointments, and professional development.
- Administered grants, budgets, accreditation materials, and external partnerships supporting honors and general education.

Associate Dean for Curriculum and Student Success

Midwest College of Liberal Arts 📅 August 2015 - June 2018 📍 Galesburg, IL

Led curriculum and student success operations, supporting advising, transfer articulation, academic policy, **inclusive excellence**, faculty governance, and institutional planning.

- Built **transfer articulation** workflows with registrar and advising teams, clarifying credit review for incoming students.

Academic policy

Conflict resolution

Undergraduate research

Accreditation support

External partnerships

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Associate Provost and Dean of Undergraduate Education at Lakeshore University (4.2 Years)

● Dean of General Education and Honors at Prairie State University (3.9 Years)

● Associate Dean for Curriculum and Student Success at Midwest College of Liberal Arts (2.8 Years)

● Associate Professor of Humanities and Honors Program Director at Great Plains University (2.9 Years)

● Assistant Professor of Humanities at Riverbend College (11 Months)

- Guided **major declaration** and **orientation** processes, helping students move from entry toward timely completion.
- Facilitated curriculum committee decisions on writing, critical reading, and **senior capstone** requirements.
- Resolved academic appeals through consistent policy review, respectful dialogue, and documented outcomes.
- Presented **student performance** findings to deans and faculty, connecting evidence with service priorities.

Associate Professor of Humanities and Honors Program Director

Great Plains University 📅 August 2012 - July 2015 📍 Lincoln, NE

Combined tenured faculty teaching with honors program leadership, **undergraduate research**, writing intensive curricula, mentoring, assessment, and collaborative academic service.

- Directed **honors** seminars and research mentoring, connecting students with faculty projects and **fellowships**.
- Introduced **writing across the curriculum** workshops, giving instructors practical support for assignment design.
- Served on **college wide curriculum committees**, advancing liberal arts revisions through shared governance.
- Mentored students through capstone planning, critical reading, and independent inquiry across disciplines.
- Collected honors **assessment** evidence, helping faculty refine learning goals and student engagement practices.

Assistant Professor of Humanities

Riverbend College 📅 August 2011 - July 2012 📍 Cedar Falls, IA

Taught humanities courses while contributing to liberal arts advising, writing instruction, student mentoring, assessment, and faculty governance in a residential college.

- Taught writing intensive humanities courses using discussion based instruction and critical reading practices.
- Advised first year students on course planning, major exploration, and academic transition.
- Supported faculty **assessment** meetings by reviewing student work against shared learning outcomes.
- Mentored **undergraduate research** proposals, helping students frame questions and locate credible sources.
- Contributed to department governance, curriculum conversations, and inclusive classroom practices.

PROJECTS

General Education Assessment Renewal 📅 2022

Partnered with faculty and student success leaders to refresh assessment cycles, connect evidence with curriculum decisions, and support accreditation preparation.

Honors Research and Fellowship Pathway 📅 2021

Coordinated faculty mentors, honors advising, and fellowship preparation so students could pursue meaningful research and experiential learning.

LEADERSHIP & AWARDS

- Institutional Leadership for Student Success Recognition, 2024
- Faculty Excellence in Undergraduate Mentoring Award, 2017
- College wide Curriculum Leadership Commendation, earned through sustained committee service

EDUCATION

Doctor of Philosophy in Humanities

University of Wisconsin Madison 🎓 GPA: 4.0 📅 2011 📍 Madison, WI

Coursework: Liberal arts education, curriculum theory, critical reading and writing, institutional governance

Master of Arts in Humanities

University of Chicago 🎓 GPA: 4.0 📅 2007 📍 Chicago, IL

Coursework: Humanities research, pedagogy, multicultural studies, academic writing

Bachelor of Arts in English

University of Iowa 🎓 GPA: 4.0 📅 2005 📍 Iowa City, IA

Coursework: Literary studies, rhetoric, composition, critical analysis

CERTIFICATIONS

- Higher Education Assessment Institute Certificate 📅 2019
- Academic Leadership Development Program 📅 2021

TECHNICAL SKILLS

- **Curriculum Systems:** General education, honors curricula, self designed majors
- **Assessment Methods:** Learning outcomes, program review, student work analysis
- **Student Data:** Persistence data, progression data, graduation data
- **Academic Support:** Advising, tutoring, supplemental instruction
- **Student Transition:** Orientation, major declaration, transfer articulation
- **Faculty Governance:** Curriculum committees, academic policy, appeals
- **Personnel Administration:** Faculty searches, evaluation, reappointment
- **Promotion Processes:** Tenure review, promotion review, reclassification
- **Grant Management:** Grant proposals, grant administration, fundraising
- **Accreditation Operations:** Accreditation evidence, institutional reporting, program review
- **Experiential Learning:** Undergraduate research, fellowships, senior capstone
- **Writing Instruction:** Writing across the curriculum, critical reading, academic writing

PROFESSIONAL AFFILIATIONS

- Council on Undergraduate Education, Regional Advisory Member, 2023 - Present
- Liberal Arts Curriculum Consortium, Steering Committee Member, 2020 - 2024

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST