UNIVERSITY OF WISCONSIN-MADISON

ANNOUNCEMENT OF POSITION VACANCY

POSITION TITLE: Coordinator of Chicano Studies Programs

POSITION DESCRIPTION: The Coordinator will be a full-time administrator of Chicano Studies Programs. Administrative duties include staff supervision, budgeting and evaluation. The Coordinator will also be responsible for program development and implementation. The Coordinator, in cooperation with appropriate faculty, will assist in the obtaining of grants, including funding source development, proposal writing, contract negotiations and contract compliance. The Coordinator will work in close collaboration with several University departments in developing an articulated program of course offerings. The Coordinator acts as a link between Chicano Studies Programs and the Chicano Affairs Committee, University administration, departments, and student organizations, and acts as liaison with the Chicano community. The Coordinator of Chicano Studies Programs is directly responsible to the Dean of the School of Education and will be expected to maintain close liaison with the Dean of the College of Letters and Science.

QUALIFICATIONS: A master's degree is required, but a doctorate or the highest degree in a discipline is desirable. A candidate should have proven University administrative and program development experience, particularly in Chicano Studies Programs. A candidate should have experience in the area of grantsmanship and should have excellent oral and written communicative ability in English and Spanish. A candidate should have the ability to work with students, faculty and departments, funding agencies and community organizations. Bicultural candidates are encouraged to apply.

POSITION AVAILABLE: July 1, 1981.

STARTING SALARY RANGE: Negotiable, commensurate with experience and credentials.

PRIORITY DATE FOR SUBMITTING AN APPLICATION: April 3, 1981.

APPLICATION PROCEDURE: A complete application consists of (a) a letter of intent with a statement of purpose for this particular position; (2) a resume; (3) unofficial transcripts, graduate and undergraduate; and (4) names, addresses, and telephone numbers of four recent references (may include supervisors, colleagues, students, or community representatives).

Please forward complete application to:

Search Committee
c/o Walter Lane
Chicano Studies Programs
160 Education Building
University of Wisconsin-Madison
Madison, Wisconsin 53706
(608) 263-4174 or 262-2301

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER

DRAFT

CHICANO STUDIES

CANDIDATE REVIEW

Spring of 81

Candidate _____

	Review Date	Rating Form Complete
Alvarado, F.	_____	_____
Ketchum, C.	_____	_____
Lares, V.	_____	_____
Zuniga, D.	_____	_____
Ruiz, R.	_____	_____
Skidmore, T.	_____	_____
Tienda, M.	_____	_____
Ward, D.	_____	_____
Lopez, J.	_____	_____
Compean, M.	_____	_____
Monge, E.	_____	_____

TIMETABLE FOR COORDINATOR SEARCH COMMITTEE

Jan. 23	Review and approval of job description (draft)
Jan. 28	Public announcement of position vacancy (Publishing of announcement in Chronicle of Higher Education, and other periodicals notices sent to other campuses, and Chicano programs.
April 3	Deadline for submission of applications.
April 6	Review of application by subcommittee of Chicano Affairs
April 17	List of (7-10) candidates presented to Chicano Affairs Committee
April 27	Start of Interviews
May 8	Final candidate presented to Chicano Affairs Committee
June 1	Contract signed by Coordinator
July 1	Coordinator starts

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RATING FORM

CANDIDATE _____ REVIEWER _____

DATE _____

1. Into which category does the candidate fit best? (circle one)

   A. Non-tenure track (Administrative)

   B. Tenure - track (Assistant Professor)

   C. Tenured (Assoc. Professor or Professor or otherwise tenorable)

2. Rate the candidate in terms of the following categories (1-5 high to low)

High	Low	
1	2 3 4 5	Experience in Chicano Studies Administration
1	2 3 4 5	Experience in Chicano Studies teaching
1	2 3 4 5	Experience in Chicano Studies curriculum development
1	2 3 4 5	Experience in University Administration
1	2 3 4 5	Experience in University (non-Chicano Studies) teaching
1	2 3 4 5	Experience working with student groups
1	2 3 4 5	Experience in Grantmanship
1	2 3 4 5	Experience in working with community organization
1	2 3 4 5	Other
1	2 3 4 5	Overall Estimator (not necessarily an average of the above)

3. Comments: