

## Associate Dean for Academic Affairs

### Position Description

June 2020

The Associate Dean for Academic Affairs is the primary designee/delegate for the Dean of the College of Arts and Sciences in matters involving the administration, operation, and oversight of Graduate and Undergraduate education in the College. The Associate Dean for Academic Affairs is charged with representing the interests of the College in all discussions related to the operation of the University curriculum. The Associate Dean for Academic Affairs is responsible for ensuring that all departments in the College comply with College, University, and SUNY-level academic policies, and that course schedules in the College are optimized to ensure student success and fiscal responsibility. In particular, the Associate Dean for Academic Affairs is charged with working with the Sector Associate Deans and the Dean of Undergraduate Education to ensure the strategic management of UB's general education program, the UB Curriculum.

### Duties and Responsibilities

#### Curriculum Management

- Supervise **Assistant Dean for Undergraduate Education**. The Associate Dean for Academic Affairs guides decisions related to the Assistant Dean's duties in order to ensure the health of the College. The Assistant Dean's duties include:
  - Course management and scheduling
  - Implementation of direct admit to major
- Supervise **Director of Online and Non-Credit Learning**. The Associate Dean for Academic Affairs guides decisions related to the Director's duties in order to ensure the health of the College. The Director's duties include:
  - Identifying and advocating for opportunities to move existing degrees to online/hybrid formats.
  - Overseeing summer non-credit bearing offerings
  - Overseeing summer boot camps
- Organize and contribute to Directors of Undergraduate Studies and Directors of Graduate Studies meetings. Ensure accurate and consistent communication flow with all Directors in regard to University and College policies and plans. Bring concerns and ideas for improvement to **Sector Associate Deans** and the **Dean**.

- Work closely and meet regularly with the **Dean of Undergraduate Education**. Represent the College on all undergraduate matters, including curricular development, micro-credential formation, gateway course delivery, undergraduate and SUNY-wide policy implementation (seamless transfer, transfer paths, etc.). Represent student concerns and present opportunities.
- Work with the **Sector Associate Deans** and the **Dean of Undergraduate Education** to ensure the strategic management of UB's general education program, the UB Curriculum. Act as liaison between CAS and the UBC Director and office. Meet regularly with UBC Director and represent College strategy in all discussions.
- Serve as Dean's Office representative on the College of Arts and Sciences Curriculum Committee. Convey committee feedback back to **Sector ADs** and proposers and carry feedback forward to UG AD Council on matters related to curriculum and undergraduate education.
- In collaboration with **Sector ADs**, provide new program and new course development guidance as necessary. Advise the **Sector ADs** as to SUNY and UB requirements at the beginning of planning processes related to new programs. Shepherd new course and new program proposals through the UB/SUNY/SED approval processes, working through **Sector ADs** to incorporate recommended revisions.
- Form and oversee Graduate Division subcommittee for approval of new course proposals and all nominations or revisions to Graduate Faculty.
- Serve as first point of contact with other decanal units on implementation of combined degrees; refer to **Sector ADs** when appropriate.
- Communicate with associate deans in other decanal units on curricular development and new course/new program duplication checks.
- Advise **Sector ADs** on curricular matters pertaining to existing degree programs.
- Serve on the Associate Deans Councils, contribute to university policy-making through these vehicles, and disseminate information shared in these meetings with members of CAS as necessary.
- Serve on the UBC Steering Committee
- Serve on the University Assessment Council

- Serve on ad hoc university committees as CAS representative

### **Enrollment Management**

- Provide leadership for all CAS undergraduate and graduate retention initiatives and interface with academic departments and various university offices on retention, especially freshman to sophomore.
- Develop CAS three-year proposal for Presidential and Schomburg fellowships.
- In collaboration with the PhD Excellence Initiative Faculty Committee, **Sector Associate Deans** and the **Assistant Dean for Planning and Analytics**, track key metrics for graduate success: time-to-degree, completion percentage, outcomes, and diversity.
- Engage with CAS data and financial teams to ensure data-driven and financially sound decision making.
- Collaborate with the **PhD Excellence Initiative Faculty Committee** and **Sector Associate Deans** to ensure appropriate distribution of TA/RA/GA resources, including scholarship and fellowship opportunities for graduate students (Dean's, Presidential, Schomburg, etc.). Supervise **Senior Staff Assistant for Graduate Education** to manage TA/GA/RA appointment processes.
- Supervision of **Assistant Dean for Undergraduate Education**. The Associate Dean for Academic Affairs guides decisions related to the Assistant Dean's duties in order to ensure the health of the College. The **Assistant Dean's** duties include:
  - Reviewing under-enrolled courses, summer/winter courses, UBC offerings across College.
  - Providing accurate and timely communication with academic departments to ensure adequate offerings for number of enrolled students.
  - Coordinating New Student Registration, University-wide.
  - Liaising with the Registrar's Office: Central Scheduling, Space Utilization Committee, grade change approvals.
  - Running South Campus scheduling pilot program.
- Collaborate closely with **Associate Dean for Strategic Programs** and the **Assistant Dean for Graduate Enrollment**. The Associate Dean for Strategic Programs' and the Assistant Dean for Graduate Enrollment's duties include:

- Coordination of enrollment management with the Office of Undergraduate Admissions.
- Review and approval of enrollment targets for the College provided by the Vice Provost of Enrollment Management.
- Management of enrollment through strategic scholarships, provisional admissions to graduate programs, direct admit to major, and other CAS or university enrollment initiatives.
- Planning of Undergraduate admissions events; working with Sector Associate Deans and departments to arrange presentations and/or tabling, signage, staffing of these events; leveraging Ambassadors.
- Partnering with the CAS communications team around market messaging for
  - Admissions presentations' content
  - Communication with prospective UB CAS students for both pipeline development and yield enhancement
  - Website messaging associated with recruitment

### **Advising and Student Services**

- Provide strategic leadership of integrated advising and experiential learning functions
- Supervise **Director of CAS Student Advising and Services**. The Director's duties include:
  - Consistent and accurate communication with undergraduate students about majors, services, and experientially connected advising.
  - The strategic deployment of advising systems and services to optimize enrollment in the College.
- In concert with **Sector Associate Deans**, ensure that advisors placed directly in departments are using consistent messages and contributing to CAS goals.
- Collaborate with **Director of CAS Student Advising and Services** to review metrics for success and assess the impact of advising. Collect feedback from students and faculty.
- Triage: Grievances, student complaints, exceptions and petitions, grade changes, Dean's certification, Faculty Athletics liaison, etc.
- Communicate with advisors and deans in other decanal units on redirected undergraduate students.
- Supervise professional staff management of:

- Outstanding seniors process
- Selection of CAS scholarship recipients, scholarship nomination processes, interface with Academic Works
- All elements of CAS 101 for undecided majors, including online/hybrid delivery support
- Phi Beta Kappa

### **Experiential Learning (EL)**

- Provide strategic direction of experiential learning and expansion of experiential learning within CAS
- Supervise **Assistant Dean for Constituent and Alumni Engagement** and **Assistant Director of Experiential Learning** in order to
  - Manage Experiential Learning Faculty Advisory Committee
  - Notify students of EL opportunities sent by departments or alumni relations
  - Work with departments to develop 496 EL syllabi and EL micro-credentials
  - Support departments with maintenance of internship programs for which students get credit in the major or pertain to their work in the major
  - Solicit experiential opportunities for students provided by alumni and community partners
  - Ensure philanthropic fulfillment/stewardship of experiential learning funds
  - Collaborate with ELN, Study Abroad, Office of Micro-credentials, and other university offices relevant to EL
  - Communicate with DUSs to ensure consistency of EL approach and messaging
  - Determine, measure and report metrics for assessment of experiential learning programming success
  - Collaborate with University Advancement to secure donor and grant funding for EL
  - Work closely with Innovation Professors to coordinate EL opportunities
  - Collaborate with Career Services

### **Required and Preferred Qualifications**

Tenured faculty member in the College of Arts and Sciences. Preference given to those who hold the rank of Full Professor who have had substantive and successful experience as an administrator, such as those who have served as a department chair or held other significant administrative roles that involved supervision of professional staff.

Commitment to serve at least a three-year term.

Excellent interpersonal communication skills.

The ability to manage difficult conversations to achieve outcomes that improve the division and the College.

The ability to work effectively with CAS leadership, faculty, and staff to advance UB's mission to become a top 25 public research university.

The demonstrated ability to work as a member of a collaborative team and to assemble and lead teams to accomplish specific tasks. The demonstrated ability to listen and build consensus. The ability to promote innovation and manage change.

Compensation:

10% academic year override for term of appointment.

10% summer salary.

Teaching release and support for maintaining an active scholarly profile are negotiable.

Individuals need to be able to commit four days a week with one protected research day.