

## **Position Description**

**June 2020**

**Associate Dean for Arts and Humanities,  
Associate Dean for Social Sciences, or  
Associate Dean for Natural Sciences and Mathematics, College of Arts and Sciences**

The Associate Dean for each sector is the primary designee/delegate for the Dean of the College of Arts and Sciences in essentially all matters involving the administration and oversight of departments and programs in the assigned sector (arts and humanities, natural sciences and mathematics, or social sciences).

The Associate Dean of “sector” is the first contact for department and program heads for all Dean-level issues. The Associate Dean of “sector” coordinates Dean-level decisions with the other Associate Deans and the Dean and communicates these decisions to departments and programs in the sector.

The issues coordinated are broad and diverse but are connected to strategic planning, personnel, and budget allocations.

### **A. Strategic Planning and Priorities**

1. Work with all sector departments and programs—chairs, faculty, and staff—to develop strategic priorities and plans within sector departments and programs that serve UB’s stated mission to become a top 25 public research university. Work with sector departments to improve all metrics related to UB’s stated mission to become a top 25 public research university. Help sector departments develop plans to improve faculty research productivity, undergraduate first to second year retention and six-year graduation rates, inclusive excellence, and PhD time to degree, rate of completion, and outcomes. Develop plans that acknowledge and work within budget constraints and acknowledge and respond to national trends.
2. Help the chair of each sector department develop shared priorities that drive decision making within each department. Who are we as a department? What are we trying to accomplish? Develop priorities that acknowledge and work within budget constraints and acknowledge and respond to national trends.
3. Work with all sector departments and programs—chairs, faculty, and staff—to develop strategic priorities and plans across the sector that serve UB’s stated mission to become a top 25 public research university. Develop a sector mentality within the sector—who are we and what are we, as a sector, trying to accomplish? Help the chairs and directors

within each sector develop shared priorities that drive decision making and facilitate sharing valuable resources of all kinds. Develop shared priorities that acknowledge and work within budget constraints and acknowledge and respond to national trends.

4. Work with the other **Sector Associate Deans, Associate Dean for Academic Affairs, and Associate Dean for Research** to develop strategic priorities across sectors within the College that serve UB's stated mission to become a top 25 public research university. Work with the Dean to develop shared priorities across the whole of the College that acknowledge and work within budget constraints and acknowledge and respond to national trends.
5. Collaborate with the **Associate Dean for Research** on plans to improve research productivity and granting across the sector. Assess Centers and Institutes within the sector and that cross-over sectors to determine how/if they advance the research and top 25 missions.
6. Work with the **Assistant Dean for Analytics** to ensure that department sectors are using university and academic analytics data appropriately and effectively to make arguments for plans and resources.
7. Review all Centers and Institutes housed within the sector and consider how they serve the mission of the sector. In concert with the other **Associate Deans** and the **Dean**, develop a protocol for the regular review of Centers and Institutes across the College in order to optimize the use of Center and Institute resources in the College.

## **B. Personnel**

1. Make hiring recommendations to the other **Associate Deans** and the **Dean** that make optimal use of resources in the context of UB's drive to be a top 25 public research university. Work with the **AD for Research** to make hiring recommendations most likely to result in increased research productivity across the sector. Make recommendations that acknowledge and work within budget constraints and acknowledge and respond to national trends.
2. Manage appointment of department chairs and program directors within the sector. Negotiate chair and director offers according to rubrics set by the **Dean** in concert with the **Associate Deans**.
3. Manage hiring of faculty in the context of UB's drive to be a top 25 public research university. In concert with **AD for Research**, negotiate start-up packages that acknowledge and work within budget constraints and acknowledge and respond to national trends.
4. Supervise the administrative sector director, who in turn supervises the majority of

staff who support the sector. This includes preparation of a performance program and appraisal.

5. Allocate endowed chairs and professorships and manage spousal accommodation issues.
6. Manage allocation of faculty leaves, including sabbaticals, fellowships, or leaves for personal or medical reasons.
7. Manage promotion and tenure review for departments in the sector. Attend APT along with the **Dean** when sector cases are discussed. In concert with the **Dean**, draft the Dean's letter for each case in the sector.
8. Work with department chairs to execute development plans for faculty who are not meeting department and sector expectations.
9. Ensure that all departments in the sector adhere to the CAS annual faculty review process.
10. Manage retirements and resignations in the sector.
11. Make decisions on retentions in the sector, both preemptive offers and counter-offers.
12. Put faculty in touch with the appropriate offices to handle grievances, formal and informal, and support with mediation of other personnel issues.
13. Oversee chair recommendations of merit, equity, and other salary increases for faculty.

#### **C. Budget**

1. Working in a zero-based budgeting context, make recommendations for annual budget allocations to departments and programs in the sector. Make OTPS and temporary service budget recommendations to the **Dean** that acknowledge and work within budget constraints and acknowledge and respond to national trends.
2. Manage resource allocation requests by departments and programs in the sector. Make recommendations to the **Dean**.
3. Manage the disbursement of a modest discretionary account for special requests within the sector.

#### **D. Graduate and Undergraduate Education**

1. In collaboration with the **Associate Dean for Academic Affairs**, work with departments in the sector and the PhD Excellence Committee to manage the allocation of PhD resources within the sector. Develop a clear understanding of how each department allocates TA resources. Work with the PhD Excellence Committee to help departments in the sector make allocations that improve PhD time to degree, rate of completion, and outcomes. Hold departments in the sector responsible for working within the PhD Excellence Committee algorithm.
2. Hold departments in the sector responsible for tracking PhD student progress and outcomes and work with departments to develop accurate data in regard to PhD student progress and outcomes.
3. Work with the **Associate Dean for Academic Affairs**, departments in the sector, and the PhD Excellence Committee to make recommendations on how to improve graduate education in the sector to the Dean that acknowledge and work within budget constraints and acknowledge and respond to national trends.
4. Develop a sector mentality that allows for the sharing of PhD resources.
5. Work with the **Associate Dean for Academic Affairs** and sector departments to revitalize undergraduate student demand for shrinking majors and manage increasing demand for growing majors.
6. Work with departments for resolution of complaints and concerns about students, curriculum, instructional faculty, and related issues. Advise department chairs on how best to handle complaints and make sure all complaints go to appropriate offices. Follow through on complaint resolution where appropriate to make sure all parties are informed about decisions and actions.
7. In concert with the **Associate Dean for Academic Affairs**, help departments coordinate undergraduate and graduate offerings across the sector.
8. Help departments craft plans to create new and revise/review existing credit-bearing programs, including micro-credentials, certificates, minors, and full degree programs. Provide input into all efforts to create new programs by providing accurate and detailed information about all relevant academic rules and policies. Work with department chairs to identify appropriate new degree external evaluators and incorporate their feedback into proposals. Review and approve all new course proposals. Submit all relevant course and program materials to the **Associate Dean for Academic Affairs** to move through CAS/UB/SUNY/SED approval processes.
9. In collaboration with the **Associate Dean for Academic Affairs**, nominate faculty to be members of the Graduate Faculty and review the Graduate Faculty annually for any necessary action.

10. Work with the **Associate Dean for Academic Affairs** and sector departments to manage and optimize the University at Buffalo Curriculum.

#### **E. Enrollment**

1. Help to foster environment in which faculty engage in recruitment and enrollment.
2. Assist in creation/approval of enrollment targets and projections for departments in the sector.
3. Partner with **Associate Dean for Academic Affairs** and CAS enrollment team to create incentive programs to grow enrollment in master's programs.
4. Work with CAS enrollment and communication teams to share discipline-specific outcomes that can be used in recruitment of new students.
5. Participate in annual recruitment events to support College and sector departments (ex: undergraduate Accepted Students Days, graduate orientation, etc.)
6. Collaborate with the **Associate Dean for Academic Affairs** and the **Associate Dean for Strategic Programs** to design and implement retention initiatives.

#### **F. Advocacy and Representation**

In addition to these management and oversight responsibilities, the **Sector Associate Dean** has an important role in being an ambassador and advocate for their sector and the College at large.

Key activities connected with this responsibility may also include:

1. Working with CAS Facilities to coordinate allocation, renovation, and creation of space.
2. Representing the College and the Dean's Office at key CAS- and University-wide events connected to departments and programs in each sector.
3. Participating in University-level committees (as assigned by the **Dean**) that are important to the College.
4. Serving as Senior Academic Associate Dean

#### **Required and Preferred Qualifications**

Tenured faculty member in the College of Arts and Sciences. Preference given to Full Professors appointed to **a department within the sector**. Preference given to those 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.

Commitment to serve at least a three-year term.

Excellent interpersonal and communication skills.

The ability to manage difficult conversations to achieve outcomes that improve the sector 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 AS with one protected research day.