

## **Associate Dean for College Initiatives and Interdisciplinary Programs**

The College of Arts and Sciences invites applications from internal candidates for the administrative position of Associate Dean for College Initiatives and Interdisciplinary Programs.

The Associate Dean for College Initiatives and Interdisciplinary Programs coordinates the academic activities for programs in African American Studies, Cardiovascular Technology, Film & Media Studies, Jewish Studies, Linguistics, Museum Management, Neuroscience, Institute for Southern Studies, Walker Institute for International and Area Studies, and Women's and Gender Studies. In addition, this position serves as a liaison to the Ann Johnson Institute for Science, Technology, and Society, Humanities Collaborative, Institute for African American Research, McKissick Museum, and the ROTC programs. The Associate Dean is a member of the Academic Leadership Team and Senior Staff of the College.

This position reports to the Dean of the College. Applications will be considered from current full-time tenured faculty at the rank of associate or full professor in the College of Arts and Sciences. This appointment will be filled through an internal search process. Candidates with demonstrable administrative experience are preferred. Application deadline: **May 31, 2022**.

### **Key Responsibilities:**

#### **College Initiatives**

- Develop proposals and convene ad hoc working groups to help advance the Dean's priorities for the College (e.g., the merging/restructuring of new units, short-term pilot programs, and long-term projects that require coordination among multiple units such as External Relations, Communications, HR, and Budget).
- Lead the team that administers the Dean's internal grant programs, including the faculty travel grants, research and scholarship grants, small equipment purchase grants, and the book manuscript finalization support program.
- Lead the team that administers the college-wide fellowship programs, including the Bilinski fellowship, the Bridge Humanities fellowship, and the McCausland Foundation Programs (Faculty Fellows, Visiting Scholar, and Innovation Fund).
- Help to coordinate and manage the Theme Semester program in consultation with a faculty advisory committee, including the course development and co-curricular grants, student interns, and campus outreach.
- Help to organize professional development programs and workshops for CAS unit leaders and faculty in consultation with the Academic Leadership Team and Senior Staff.
- Support the development and growth of courses that fulfill the Founding Documents requirement.

#### **Strategic planning and policy development**

- Assist academic programs with long-range strategic planning and policy development for teaching, research, and outreach.

- Review strategic hiring plans submitted to the College by academic programs, as well as proposals for university-wide hiring and other such initiatives.
- Periodic review of T&P guidelines and other faculty policies (e.g., policies governing joint appointments, non-tenure track appointments, faculty research and other leave, faculty classroom absences, etc.) for the academic programs.
- Meets with Academic Program Directors to discuss College and University policies.

### **Faculty, staff and student recruitment, retention and support**

- Assists academic programs with faculty job searches, including search committee training, on-campus interviews, and presentation of hiring recommendations to Senior Staff.
- Review of all third-year reviews, tenure, promotion, and post-tenure review files, as well as sabbatical requests and nominations for named professorships and faculty awards.
- In alignment with the Dean's goals and University policies and procedures, advise academic program directors on merit and other salary adjustment exercises and retention offers.
- Support directors of academic and non-academic programs, centers, and institutes in their management of office staff and their efforts to evaluate performance and reward excellence.

### **Resource development, budget development, management and allocation**

- In alignment with the Dean's goals and objectives, work with other members of the Senior Staff to advise academic program directors on maintenance of their unit's credit hour production, the effective allocation of instructional staff (including graduate teaching assistants), and course and curriculum planning.
- In alignment with the Dean's goals and objectives, provide guidance to academic program directors to manage department budget processes, such as faculty administrative appointments (e.g., graduate and undergraduate directors) and the hiring of temporary faculty.

### **Academic program development and review**

- Advise academic program directors on processes involved with the regular cycle of external reviews of academic degree programs and on reviews by national accrediting organizations.
- Provide advice, as needed, with proposals for the development of new academic programs, centers, or initiatives (e.g., School for Interdisciplinary Studies).

### **Dean's Office Administration**

- Coordinates the Dean's Office internal leadership meetings (Academic Leadership, Associate Dean and Senior Staff) including setting and prioritizing agendas, and guiding meeting discussion and follow-up.
- Coordinates internal administrative workflow for the Dean and the ALT, including serving as ALT liaison with the Dean's Office administrative staff and assistant dean(s).
- Reviews internal communications and distributions on behalf of the Dean and Dean's Office.
- Provides direct supervision to the Assistant Dean for Academic Policy, Planning, and Administration.

Additionally, the Associate Dean for College Initiatives and Interdisciplinary Programs is called upon to represent the College at various events and functions throughout the year and is expected to continue to contribute as an individual faculty member to the teaching and research missions of the College.

***How to apply:***

Applicants should provide a letter of interest, a complete CV, a summary of accomplishments and experience (1-2 pages), and names and contact information for a minimum of three references. Application materials should be submitted electronically in PDF format via email to Stephanie Marrs at [casdhr2@mailbox.sc.edu](mailto:casdhr2@mailbox.sc.edu) by **12:00 p.m., Tuesday, May 31, 2022**. Please use ‘**AD for College Initiatives and Interdisciplinary Programs**’ as the subject line.

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***At the University of South Carolina, we strive to cultivate an inclusive environment that is open, welcoming, and supportive of individuals of all backgrounds. We recognize diversity in our workforce is essential to providing academic excellence and critical to our sustainability. The University is committed to eliminating barriers created by institutional discrimination through accountability and continuous process improvement. We celebrate the diverse voices, perspectives, and experiences of our employees.***