

# Associate Dean for Faculty Affairs

## College of Arts and Sciences

The Associate Dean for Faculty Affairs reports to the Vice Dean and works with the divisional deans to coordinate faculty recruitment, promotion and tenure policies and processes, and faculty resources across the college. The associate dean also fosters academic leadership development across the college, including assisting with the orientation of new chairs. The associate dean serves as part of a faculty affairs mission team that includes the Vice Dean, the Chief Human Resources Officer, the College Diversity Officer, and the Assistant Executive Dean for Research.

The associate dean has a 75% appointment in the college and 25% in his or her department or school. Specific duties are:

### **Promotion and Tenure (40%)**

Develops content and creates brand-aligned handouts to be used in workshops related to the Promotion and Tenure Process; writes reminders and guidance for chairs; facilitates the integration of readers' reports into letters of college review panels to be given to executive dean and to candidates.

### **Faculty Recruitment (30%)**

Reviews position descriptions created for new faculty to be used during the search process; meets with assistant professor and regional campus candidates; collaborates to prepare content for information packets; assists HR with MOUs with respect to partner hires; educates and advises chairs on the process regarding offer letters for new faculty; plans college-wide new faculty orientation.

### **Governance (15%)**

The Associate Dean for Faculty Affairs is responsible for providing education and support to departmental chairs in drafting governance documents; participates in the review of documents and helps identify any changes needed to same. Attends University Senate meetings as needed as an alternate for the divisional dean(s). Assists with creation of online and print resources/handbook for department chairs to use as reference materials.

### **Faculty Development (15%)**

Assists divisional deans with recommendations for Faculty Professional Leave prior to being forwarded to OAA; provides support to chairs and faculty with questions about career development; chairs college awards selection committees as assigned; coordinates internal small grants programs as needed; miscellaneous duties as assigned.



**THE OHIO STATE UNIVERSITY**

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