David Manderscheid, Executive Dean, and incoming Interim Executive Dean Janet Box-Steffensmeier are calling for applications from and nominations of full professors with appointments in the division of social and behavioral sciences who are interested in serving as divisional dean.

The divisional dean supports, supervises and oversees the administrative needs of the units within the division of social and behavioral sciences and is a member of the college’s leadership team. In addition, each divisional dean in the College of Arts and Sciences attends meetings of the deans’ council of the university and is a member of university senate.

Interested candidates should submit a CV and two-page letter of interest to Heather Core by Friday, May 11, 2018. Nominations should also be submitted to Ms. Core by that date. The start date will be no later than July 1, 2018. In addition to being a member of the college’s leadership team and providing important cross-college leadership, the divisional dean oversees and engages in the following:

- Supervise chairs/director and divisional research center directors
- Divisional budget management
- Policy related to faculty research and development
- Oversee program reviews
- Faculty affairs
- Faculty searches and hiring
- Tenure and promotion
- Staff personnel
- Curriculum and academic programming development
- Honors and Scholars activities
- Student involvement
- Direct advancement efforts
- Cultivate relationships with donors, potential donors, alumni and friends
- University-wide committee service
- College-wide cross-functional role as assigned

The position requires enthusiasm for the college’s mission, strong communication skills, a commitment to collaboration and teamwork, and a willingness to learn.