



Position Description
Divisional Dean, College of Arts and Sciences
University of Oregon, March 2017

The Divisional Dean (DD) position is the primary designee/delegate for the Dean of the College of Arts and Sciences in almost all matters involving the administration and oversight of departments and programs in the DD's assigned division (humanities, natural sciences, or social sciences). The DD is the first contact for department and program heads for all Dean-level issues, coordinates Dean-level decisions with the Dean and the Dean for Faculty and Operations, and then helps communicate these decisions to departments and programs in their division.

Strategic Vision. The DD takes the major leadership role in working with department heads, faculty, and other Deans to identify and articulate the strategic vision for the future of the division and the College. The DD is an ambassador for their division and the College-at-large. Examples of key activities connected with this responsibility are:

1. Envisioning the future of the division in the context of the university's mission and statewide and national forces affecting public higher education
2. Working with divisional faculty and heads to understand strengths and challenges within the division and communicating those findings across the division and to university leadership
3. Advocating for changes within departments and the College that sustain and enhance divisional departments' national prominence and their attractiveness to students
4. Leading the division during times of stress, which can range from severe budget constraints to GE strikes to outside political pressures
5. Developing strategies for effective space use
6. Serving as a divisional and college ambassador and advocate to groups within the university, including University Senate committees, Academic Affairs, Facilities Planning, and University Communications
7. Serving as an ambassador to external members of the university community, including alumni, prospective students and their families, and funding agencies and foundations
8. Collaborating with University Development staff to develop a vision for fundraising efforts and helping with those efforts
9. Representing CAS and the Dean's Office at key CAS- and University-wide events, particularly those connected to departments and programs in one's division
10. Participating in University-level committees (as assigned by the Dean) that are important to CAS and the future of the university, including such bodies as the Academic Leadership Team (ALT)

OFFICE OF THE DEAN

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Management. The management issues coordinated by the DD are broad and diverse but are mainly connected to personnel and budget allocations:

Personnel

1. Department head and program director appointments
2. Department head and program director training on appropriate procedures as needed
3. Department head and program director point person for addressing unusual issues within the university as they occur
4. Faculty hiring, including negotiating start-up packages, allocation of endowed chairs and professorships, and faculty partner issues
5. Faculty leaves, including sabbaticals, fellowships, or leaves for personal or medical reasons
6. Faculty and OA review, including promotion and tenure review
7. Retirements, resignations, and tenure-reduction program agreements
8. Retention counter-offer arrangements
9. Faculty grievance (formal and informal) decisions, and support with mediation of other personnel issues
10. Merit, equity, and other salary increase oversight for faculty and OAs
11. Annual CAS awards and grants evaluation and selection

Budget

1. Budget allocations to departments and programs
2. Resource allocation requests by departments and programs
3. Disbursement of a modest discretionary account for special requests
4. Resource allocation for other CAS-level programs, such as CAS program grants and allocation of CAS endowment funds for undergraduate scholarships

Other Duties. Divisional Deans are often assigned other duties, as needed. These can include:

1. Overseeing and mentoring University-wide candidates for a particular distinguished scholarship
2. Overseeing the Dean's Advisory Committee and coordinating the Dean's staff in preparation of promotion and tenure cases
3. Serving as the primary contact and coordinator for graduate education in the College
4. Serving on high-level University committees and bargaining teams, including ex officio membership on committees relating to each division