COLLEGE OPERATIONAL & PROGRAMMATIC UNITS

Office of the Dean
Directs all administrative and academic activities for the college.

Academic Programs
Provides leadership and direction for students and their concerns, including information and guidance regarding the college’s undergraduate and graduate degree programs and activities. In addition, leadership collaborates with students and campus administration to address issues related to orientation and student activities, as well as curriculum development and implementation.

Advising
Provides holistic academic program planning services to undergraduate students, with students assigned to professional academic advisors and faculty mentors within their majors. The advising leadership staff coordinates orientation activities and develops academic resource and planning materials for undergraduates. Also oversees pre-health and pre-law advising, Exploratory advising, scholarship awards, and undergraduate recruitment for the College.

College Scholars
The College Scholars Program is an interdisciplinary honors program in the College of Arts and Sciences. Our program exists solely for highly motivated and academically talented students who have clear goals for their undergraduate education, and who cannot attain those goals within the traditional requirements structure of the College. Each College Scholar works with a faculty member who serves as a Mentor, with the Director of College Scholars, and with others to design a unique curriculum to meet the Scholar’s individual educational goals.

Communications
Promotes the people and activities of the college and its departments to audiences through a variety of print and digital platforms, recruitment, marketing, strategic communications planning, media relations, and social media efforts.

Development
Initiates, coordinates, and implements philanthropy to support and enhance college initiatives including scholarships, recruiting and retaining students, sustaining outstanding research, and continuing to improve the college’s technology and infrastructure.

Diversity, Equity and Inclusion
Enables the successful recruitment, retention, matriculation, and professional advancement of all students, including those from underrepresented and underserved populations, women, and first-generation students.

Executive Associate Dean
Provides leadership and direction for college strategic planning, develops and analyses appropriate metrics for determining success of that plan, and advises the Dean and College Director of Finance and Human Resources on allocations/reallocations of the college resources. They coordinate with all other collegiate offices to develop annual and longer term models for budgets that support academic programming (recruitment, retention and success of students, faculty and staff), college infrastructure development, and overall assessment of college and departmental successes and challenges.

Personnel
Provides leadership and direction for the college’s tenure and promotion processes, faculty hiring, faculty mentoring and retention and the faculty annual review process. Presents orientations and workshops for new faculty and training for incoming department heads. Manages the college’s processes for faculty leave, named professorships, faculty/staff awards and retirement, and liaises with the office of the Vice Provost for Faculty Affairs.

Finance and Human Resources
Directs and coordinates fiscal and human resource activities of the College, ensuring responsible and appropriate management of the College’s resources. Collaborates with Deans to identify or reallocate resources for strategic initiatives, including facility improvements and major equipment acquisitions.

Research and Infrastructure
A difference-maker for accelerating and diversifying faculty funding success through providing research development and proposal support, including compliance reviews, for a great variety of agencies and foundations. Also responsible for strategy, research advancement, resource allocation, space assignment within the college, and the administration of issues related to funding for facilities, research grants, and technology for the college.