

## Vice-Dean for Arts, Humanities, & Interdisciplinary Studies

*INTERNAL W&M Arts & Sciences Faculty Applicants Only*

The Office of the Dean of Arts & Sciences seeks a **Vice-Dean for Arts, Humanities, & Interdisciplinary Studies**, to begin **January 1, 2024**, to oversee and coordinate with assigned academic units and participate in the Dean's Office leadership team.

The successful candidate will receive a 12-month administrative stipend, professional development funds, and annual leave. In addition, the Vice-Dean will have access to discretionary funds for programmatic work with their departments and programs to build and strengthen academic leadership and enhance visioning with stakeholders.

### Duties and Responsibilities:

1. Oversee A&S Departments and Programs to manage academic units. (Percentage 60%)
  - Meet regularly with Chairs and Directors in A&S.
  - Partner with assigned departments and programs to support and strengthen scholarship, teaching, and service.
  - Assist in faculty and staff hiring, retention, merit, promotion, and remediation.
  - Review academic and personnel needs and provide funding for critical initiatives.
  - Attend regularly scheduled meetings of CCPD, FAS, Cabinet Plus, Dean Team, and other required meetings.
  - Oversee external reviews for departments and units.
  - Partner with the Associate Dean of Diversity, Equity, and Inclusion to promote dialogue and institute change in academic units.
2. Participate in A&S senior leadership team and oversee strategic work. (Percentage: 35%)
  - Participate fully in the A&S Dean's office staff, collaborating closely with other Vice Deans and DEI Associate Dean in shared problem solving.
  - Undertake specific projects that address mission critical growth and improvement needs, including identifying opportunities, overseeing strategic analysis, mapping out planning, and overseeing implementation.
  - Collaborate with Assistant Deans in their work that intersects with A&S units for which Vice Dean has authority.
  - Represent the A&S Dean's office on campus and in the local, donor, and alumni events.
3. Work with administrative assistant (Percentage 5%)
  - Oversee the administrative support structure that allows Vice-Dean's work to proceed.
  - Participate in mentorship of administrative staff.
  - Provide annual feedback on administrative staff performance and weigh-in on merit.

### Required Qualifications:

Doctorate or terminal degree in an area represented in A&S.

Tenured Associate or full Professor at W&M.

### Preferred Qualifications:

Experience in A&S academic leadership.

Experience in W&M shared governance.

Applicants must apply through PeopleAdmin at this link: <https://jobs.wm.edu/postings/56326>

Application Close Date: October 31, 2023

Required application materials are a CV and cover letter indicating qualifications and interest in the position corresponding with the duties noted in the Position Summary. Application materials should include name, title, phone, and email contact information for three references, at least two of whom should be from within William & Mary. Applicants must also enter information for their three references to the PeopleAdmin system. References will only be contacted for the finalists.