

Arts & Sciences Vice Dean for Research & Graduate Studies

Position Information

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Position Number FA082W

Position Title Arts & Sciences Vice Dean for Research & Graduate Studies

Unit Mission Statement Under the leadership of the Dean, the office of the Dean of the Faculty of Arts & Sciences provides a voice for the Faculty of Arts & Sciences; strives to meet the needs of individual departments and programs; promotes excellence across Arts & Sciences as a whole; and represents the priorities of Arts & Sciences to the larger university community. In addition to the Dean of the Faculty, the Dean's Office also has four Vice Deans who are responsible for day-to-day management of the graduate and undergraduate programs and who serve as the primary administrative liaisons to assigned departments and programs.

Position Summary The Office of the Dean of Arts & Sciences seeks a Vice-Dean for Research & Graduate Studies, to begin January 1, 2025 for a three and a half year term to oversee A&S graduate programs, motivate and promote faculty research, and participate in the Dean's Office leadership team. This is a 12-month administrative faculty appointment. The successful candidate will receive a 12-month salary pro-rated from their current 9-month base faculty salary, professional development and programmatic funds, and annual leave.

Please note that duties and responsibilities relating to graduate education and the percent distribution of work duties reflect current arrangements; they are subject to change as we transition four graduate programs into the School of Computing, Data Science, and Physics.

Only W&M Arts & Sciences Faculty are eligible for consideration

Duties and responsibilities:

Leadership and Strategic Visioning (25%)

- Serve as a senior member of the A&S Leadership team with residency in Ewell Hall and participation at relevant strategic gatherings.
- Work with the Dean team, Chairs, and Directors to motivate A&S faculty scholarship and promote A&S faculty research (through departmental/program mentoring programs, regular departmental/program and/or A&S-wide research brown bags and presentations, etc).
- Liaise with the Vice-Provost for Research and the Office of Sponsored Programs, Corporate & Foundation Relations, and Strategic & Cultural Partnerships to support faculty in accessing external partnerships and funding for their research.
- Work with the Dean team on strategy and management for graduate education in A&S, including strengthening existing programs and exploring new opportunities for expansion and innovation.
- Provide strategic leadership as chair of the Arts & Sciences Committee on Graduate Studies.
- Maintain, strengthen, and expand strategic alliances with other William & Mary units in support of education, scholarship, access and inclusion, health and wellness, and career outcomes for A&S graduate students.
- Serve as a strategic partner for the A&S Graduate Studies Advisory Board.
- Work with the A&S Dean team to garner new resources to support graduate studies.

Administration (25%)

- Supervise and collaborate with the Assistant Dean for Graduate Studies, who supervises the Director of the A&S Graduate Center, the Fiscal Administrator, Graduate Registrar and the Administrative Coordinator.
- Oversee the Office of Graduate Studies operating budget and financial aid budget allocations collaboratively with the Assistant Dean of Graduate Studies and the Fiscal Administrator
- Oversee the A&S Faculty Grants and Teaching Faculty Grants Funds.

Compliance (25%)

- Oversee graduate policies and ensure alignment with the Graduate A&S Catalogs.
- Ensure compliance with federal, state, and university regulations and policies regarding the governance of graduate education, the award of graduate degrees, and the dispensation of

- graduate student financial aid awards.
- Collaborate with the A&S SACSCOC/SCHEV liaison to William & Mary's Office of Institutional Accreditation & Effectiveness.

Management (25%)

- Review all recommendations for admission to A&S graduate programs and make all final decisions on admission.
- Mediate faculty matters related to graduate education, training, and mentorship.
- Ensure strong and state-of-the-profession academic curricula, regulations, policies, and practices in collaboration with the Assistant Dean of Graduate Studies and the Assistant Dean for Educational Policy.
- Ensure strong professional and career development opportunities for graduate students in collaboration with the Director of the A&S Graduate Center.
- Liaise with the A&S Graduate Student Association in collaboration with the Assistant Dean of Graduate Studies and the Director of the A&S Graduate Center.

Required Qualifications

- Doctorate or terminal degree in an area represented in A&S
- Tenured professor in an A&S academic unit with a graduate program
- A&S faculty member who will remain in A&S after the School for Computing, Data Sciences and Physics opens in fall 2025
- Experience working with graduate students
- Strong record of scholarly achievement

Preferred Qualifications

- Experience in A&S academic leadership
- Experience in W&M shared governance

Conditions of Employment

This position is restricted to a term of 3.5 years.

Department

3K1100 Dean of Arts & Sciences Office

Location

William & Mary

Job Open Date

09/18/2024

Review Begin Date

Job Close Date

10/23/2024

Open Until Filled

No

Employment Category

Faculty

Special Application Instructions

This is an internal recruitment open only to tenured employees of William & Mary Faculty of Arts & Sciences, and limited to faculty in academic units with a graduate program. This is a 12-month administrative faculty appointment. The successful candidate will receive a 12-month salary prorated from their current 9-month base faculty salary, professional development and programmatic funds, and annual leave.

Required application materials include 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 professional references, at least two of whom should be from within William & Mary.

Applicants must also enter information for their three references in the application via the PeopleAdmin system. References will only be contacted (by phone) for selected finalists.

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

EEO Statement

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

Benefits Summary Statement

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program).

Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to: <https://www.wm.edu/offices/uhr/benefits/index.php?type=none>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a current tenured Associate or full Professor employed in the faculty of Arts & Sciences at William & Mary?
 - Yes
 - No
2. * Does your A&S academic unit have a graduate program?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter

Optional Documents

1. Other Doc