

University of Richmond, School of Arts & Sciences (A&S)

Dean, Jennifer Jones Cavanaugh

Leadership Team: Assignments, Roles and Responsibilities

The dean serves as the head academic officer for Arts & Sciences and represents Arts & Sciences to the University and the broader community. Some examples of these broad duties include:

- Hiring and retaining the best, most diverse faculty from all backgrounds for A&S
- Making final decisions on hiring for all academic searches
- Serving ex officio on the Tenure and Promotion (T&P) Committee in A&S
- Making Tenure and Promotion (T&P) recommendations to the Provost
- Overseeing performance reviews (for pre-tenure faculty)
- Overseeing final faculty compensation and merit review
- Completing mid-course reviews
- Making endowed chair recommendations to the Provost
- Overseeing faculty development in A&S
- Leading appointment, training, and review of department chairs, interdisciplinary program coordinators, and associate deans
- Setting and implementing strategic direction for A&S, in consultation with A&S colleagues and University leadership
- Ensuring that A&S's strategic plan is aligned with University
- Ensuring A&S financial planning and operations alignment
- Leading Dean's Office collaboration with shared governance committees
- Working with University Communications to cast the School's vision
- Overseeing Academic Council in A&S
- Collaborating with A&S shared governance committees and appointing ex officio membership
- Reviewing associate deans, their roles and responsibilities, and delegating accordingly
- Organizing and overseeing the Dean's Office, purview and personnel
- Serving ex officio on the Steering, Nominating, and Awards Review Committees

University of Richmond, School of Arts & Sciences (A&S)

Divisional Associate Deans (AD)

Leadership Team: Assignments, Roles and Responsibilities

Associate Dean, Sharon Feldman ARTS, LANGUAGES, AND CULTURES (DIVISION I)

Dean's liaison to the following areas:

Art and Art History; Classical Studies; English; Latin American, Latino, and Iberian Studies (LALIS); Languages, Literatures, and Cultures (LLC); Music; Theater and Dance

Film Studies, Interdisciplinary Studies (IDST), Linguistics

Additional responsibilities in the School:

- Assists with annual merit review process
- Enrollment Management
- Coordinates teaching assignment projections
- Coordinates appointment of term/adjunct faculty
- Coordinates process for new/revised courses
- Oversees grade appeals
- Other additional duties as assigned by the dean

A&S Governance Committees:

- Academic Committee/International Engagement
- Task Force on Directors
- Academic Policies and Planning Committee, ex officio
- Faculty Affairs Committee, ex officio

University Faculty Senate Committees:

- General Education Committee
- IT Governance Steering Committee

Associate Dean, Manuella Meyer SOCIAL SCIENCES AND THE HUMANITIES (DIVISION II)

Dean's liaison to the following areas:

Education; Geography, Environment, and Sustainability; Health Studies; History; Journalism; Military Science and Leadership; Philosophy; Political Science; Religious Studies; Rhetoric and Communications Studies; Sociology and Anthropology

Africana Studies; American Studies; Environmental Studies; Global Studies; Philosophy, Politics, Economics, and Law (PPEL); Women, Gender and Sexuality Studies (WGSS)

Additional responsibilities in the School:

- Assists with annual merit review process
- Oversees Bridge to Success (BTS)
- Liaison for department or interdisciplinary program self study with external review
- Oversees academic program review
- Other additional duties as assigned by the dean

A&S Governance Committees:

- Budget, Planning/Policy Committee, ex officio

University Faculty Senate Committees:

- Cultural Affairs
- Faculty Status and Credentialing
- Substantive Change Committee

Associate Dean, Kelling Donald NATURAL AND APPLIED SCIENCES (DIVISION III)

Dean's liaison to the following areas:

Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics, Psychology

Biochemistry and Molecular Biology, Data Science and Statistics, Integrated Inclusive Science

Additional responsibilities in the School:

- Building renovations
- Liaison to Space Planning Committee
- Coordinates science equipment replacement (Kresge)
- Assists with annual merit review process
- Other additional duties as assigned by the dean

A&S Governance Committees:

- Faculty Research Committee, ex officio
- Undergraduate Research Committee, ex officio
- Gottwald Lab and Chemical Safety Committee, ex officio

University Faculty Senate Committees:

- University Academic Programs

University of Richmond, School of Arts & Sciences (A&S)
Interim Associate Dean (AD), Diversity, Equity, Inclusivity, and Belonging (DEIB) and
Director, Financial Planning and Operations
Leadership Team: Assignments, Roles and Responsibilities

Interim Associate Dean, Patricia Herrera
DIVERSITY, EQUITY, INCLUSIVITY, AND BELONGING (DEIB)

Oversees Diversity, Equity, Inclusivity, and Belonging in A&S

Dean's liaison for diversity, inclusivity, and thriving to all A&S departments and programs, and across the University

- Leads, plans, inspires, mentors, educates, oversees, coordinates, and implements DEIB initiatives for the School of Arts & Sciences
- Works with the associate deans and departments on diversity, inclusivity, and thriving initiatives
- Main A&S contact for A&S Diversity Advocates, training and implementation
- Oversees bias training for tenure and promotion (T&P), Dean's Office, A&S faculty and administrative leaders
- Coordinates new faculty development series and mentoring program
- Other additional duties assigned by the dean

University Committees:

- Inclusive Community Council (ICC) for DEIB

Director, Cindy Glavas
FINANCIAL PLANNING AND OPERATIONS

Chief Operating Officer for A&S

Oversees organizational operations and management

- Oversees the operational aspects of the faculty hiring process
- Strategic planning — analyze, prepare, and make recommendations on business aspects of proposals; analyses of changes to existing programs, and planning for the recruitment and phasing in of faculty and staff with guidance from the dean
- Oversees ongoing budget modeling and analysis across A&S
- Leads training of administrators in A&S with budget responsibility

A&S Governance Committee:

- Budget Planning and Resources Committee, ex officio