

Job Code:.....101763
Position #:(NUNC)...(E)
Developed by:.....JR
Reviewed by:.....DLJ,LK
Approved by:.....LK
Date: 9/22/2024

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Dean for Research and Graduate Studies, Arts & Sciences

DIVISION: Academic Affairs (Arts & Sciences)

REPORTS TO: Dean, College of Arts & Sciences

GRADE: 18

SUPERVISES: Professional, administrative, technical, maintenance and custodial staff

BASIC FUNCTION:

As an administrator within the University organizational structure, perform primary leadership and management roles in college research initiatives and graduate programs as well as some role in the teaching and service/outreach mission of the college. Assist and advise the Dean on all matters of administration, including the following: budget preparation and implementation; personnel matters including both faculty and non-faculty hiring, promotion, and terminations; research portfolio and infrastructure development, evaluation, and review for undergraduate and graduate programs and faculty; graduate student onboarding and mentoring; graduate program development and review; and graduate student support services within the college. Serve as a member of the college leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collaborate with the college leadership team to supervise and support programs, initiatives, and departments in the College of Arts & Sciences (A&S).

Expand external funding for research, scholarly and creative work in the college. Integrate faculty into ongoing research initiatives and work to develop new research teams to achieve high impact outcomes via external foundation and/or agency funding.

Work collaboratively with the Dean's Office staff and A&S departments in developing and supporting research infrastructure.

Supervise work of the college Coordinator of Sponsored Research Support and Outreach and work collaboratively with the entire Dean's Office team.

Develop and oversee undergraduate research initiatives (e.g., A&S Fellows Program) in the College.

Work collaboratively with Graduate Directors, the Dean and Dean of the Graduate School towards the strategic growth, development and administration of graduate studies in the college, including the expansion of enrollment in current programs and accelerated bachelors-to-masters programs, and the strategic development of new graduate programs both in person and online.

Serve as liaison for Graduate Program Assessment.

Work with Dean's Office staff and departments to provide guidance on graduate program course schedules and enrollments for both in person and online programs.

Develop, assess, and implement programs, policies, and procedures for A&S for graduate programs (e.g., graduate student onboarding; graduate student mentoring).

Collaborate with the Dean, Associate Deans, and Chairs in budget preparation, staffing, planning, and evaluating all aspects of the College.

Assist the Dean as needed in alumni, advancement, and development events.

Assist the Dean with analysis and effective space utilization for graduate curriculum delivery and faculty research.

Cultivate constructive relationships with chairs and faculty. Coordinate reviews and appointments of Department Chairs and other faculty positions in the College.

Advise the Dean on criteria/procedures for the evaluation of faculty performance, including recommendations for sabbatical leaves, annual reviews, promotion, tenure, and renewal.

Collaborate with College Committees and other University offices, including other Dean's Offices, the Faculty Senate, Human Resource Administration, Enrollment Services, the Graduate School, University College, Honors, Equal Opportunity, Community, Equity and Diversity, and Admission.

Represent the College on various institutional committees, at assigned University functions, and at designated off-campus events.

OTHER DUTIES AND RESPONSIBILITIES:

Perform general administrative functions on behalf of the Dean.

May assume responsibility for the College in the absence of the Dean.

Represent A&S and lead special projects as assigned by the Dean.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers, electronic mail, scheduling and calendar programs, word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Doctoral degree from a STEM area contained within URI's College of Arts & Sciences (i.e.; Mathematics, Statistics, Data Science, Computational Social Science, Computer Science, Chemistry, Physics/Astro-Physics): Demonstrated record of research to warrant tenure and be eligible for appointment at the rank of Full Professor in an academic department in the College, which must include a robust record of securing external research funding as a Principal Investigator (PI) or Co-PI; Minimum three years of

professional experience as a program director, department chair, or in a university or college leadership position; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Minimum three years administrative experience as an Associate Dean or Department Chair; Demonstrated experience leading new initiatives from design to implementation to review; Demonstrated experience with online programs; Demonstrated leadership experience with graduate programs; and Demonstrated experience in forming successful research teams for external funding.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.