POSITION DESCRIPTION

Dean
Baskin School of Engineering

The Dean of the Baskin School of Engineering (BSOE), reporting to the Campus Provost and Executive Vice Chancellor (CP/EVC), is the chief officer of the school and serves as its executive head, representative, and administrator, and has responsibility for a full range of activities associated with the management and promotion of the excellence of the academic and research missions of the school.

The Dean oversees the hiring, promotion and retention of faculty and staff; facilitates the development and oversight of curriculum and degree programs, including graduate and undergraduate programs; has responsibility for financial matters including budgetary and space allocations; oversees the health and safety regulations for the division, including hazardous materials management; provides strategic vision and manages the academic leadership of the division, including department chairs and associate deans; serves as a member of the Deans Advisory Council, and other campus and Universitywide committees as delegated by the Chancellor and CP/EVC; works with campus administration, the Academic Senate, and other academic units in the maintenance, innovation, development, and implementation of programs; participates in campuswide decisions and policy development; and maintains a schoolwide affirmative action program for faculty and staff recruitment and retention.

The Baskin School of Engineering at UCSC offers a unique mix of contemporary engineering degree programs: B.S. degrees in Bioengineering, Bioinformatics, Computer Engineering, Computer Science, Computational Media, Electrical Engineering, Network and Digital Technology, Robotics Engineering, and Technology & Information Management and M.S. and Ph.D. degrees in Bioinformatics and Biomolecular Engineering, Computer Engineering, Computer Science, Electrical Engineering, Network Engineering, Applied Mathematics and Statistics, and Technology and Information Management, as well as a professional M.S. degree in Games and Playable Media.

The school is also home to four research institutes (including two multi-campus initiatives), 11 research centers, and 19 laboratories supporting interdisciplinary collaborations in bioinformatics, graphics and visualization, human-computer interface, remote sensing and environmental technology, robotics and controls, and signal and image processing. Further information about the Baskin School of Engineering can be found at: www.soe.ucsc.edu/

Areas of Responsibility

The Dean is the highest authority within the School of Engineering with responsibilities that include the following:

- Facilitates the review and approval process for establishing new academic undergraduate and graduate degree programs and for overseeing the curricular planning and development within the school.
• Sets and promotes high academic standards and agendas in instruction and research.
• Cultivates partnerships with other campus units in the development of interdisciplinary academic or research programs.
• Creates interfaces between students, faculty, community and industry leaders.
• Identifies the school’s needs for faculty positions, establishes hiring priorities, and makes recommendations to the CP/EVC for faculty FTE allocations to the school.
• Administers academic personnel policy, including recommending, and, when delegated, approving appointments, promotion and termination of academic personnel, as well as leave policies.
• Authorizes the initiation of faculty recruitments; negotiates and approves faculty start-up packages.
• Supports and assists the scholarly development of faculty, particularly junior faculty.
• Fosters research programs.
• Is responsible for the financial affairs of the school, including making budgetary allocation requests and managing the school resources, including allocating financial resources within the school.
• Responsible for developing the school’s space proposals, for allocation of space within the school, and for approving requests for renovations and alterations in school’s space, including scientific and teaching laboratories.
• Responsible for guiding short- and long-range planning of minor and major capital improvement projects for the school.
• Promotes the need for an outstanding and diverse faculty, staff and student body, including maintaining a school’s affirmative action program for faculty, staff and student recruitment and retention consistent with the University’s affirmative action policies.
• Cultivates local, national and international scientific and industrial relations and support.
• Works closely with the school’s and campus’s development offices to cultivate major gifts and to promote the image and communications of the school externally.
• Enhances and develops alumni networks.
• Is a member of the Deans Advisory Council and serves on other campus and Universitywide committees as designated.
• Works with campus administration, the Academic Senate, and other campus offices on the implementation and development of campuswide decisions and policy development.
• Supervises the operations of the school and provides direction to the staff.
• Responsible for the school’s observance of proper health and safety regulations, in coordination with the campus health and safety office.

Skills and/or Experience

Basic qualifications:
• Demonstrated academic administrative leadership (e.g., Department Chair, Institute Director);
• National or International distinction as a scholar, researcher and educator with a record necessary for a position as a full professor in the School of Engineering;
Preferred qualifications:
- Experience fostering interdisciplinary research and education, including the development of new programs;
- Demonstrated ability to communicate effectively with administrators, faculty, students, and staff in an environment of shared governance;
- Appreciation for the mission and responsibilities of a university serving a multi-ethnic state and a demonstrated commitment to diversity;
- Potential for success in fundraising and securing external support from a variety of sources, including federal, state, private, and industry;
- Ability to cultivate and develop positive relations with industry: local, Silicon Valley, and beyond.

The Dean position is covered by Academic Personnel Policies, including UC systemwide policy APM 240: Deans and UCSC campuswide policy CAPM 300.240: Academic Deans.

**Special Conditions of Employment**

- Successful background check
- Financial disclosure requirements of the California Reform Act of 1974
- Annual disclose of outside professional activities