

## **POSITION DESCRIPTION**

### **Dean Division of Arts**

The Dean of the Division of Arts, reporting to the Campus Provost and Executive Vice Chancellor (CP/EVC), is the chief officer of the division 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 teaching and research missions of the division.

The Dean oversees the hiring, promotion, and retention of faculty and staff; facilitates the development and oversight of curricular and degree programs; has responsibility for financial matters including budgetary and space allocations; manages the academic leadership of the division, including department chairs and associate deans; oversees the health and safety regulations for the division, including hazardous materials management; serves as a member of the Deans Advisory Council, and other campus and University-wide 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 campus-wide decisions and policy development; and maintains a divisional affirmative action program for faculty and staff recruitment and retention.

The Arts Division at UC Santa Cruz comprises seven academic departments and programs that include Art; Art and Design: Games and Playable Media; Digital Arts and New Media; Film and Digital Media, History of Art and Visual Culture, Music, and Theater Arts, which grant eight Bachelor's degrees, three Master of Art, two Master of Fine Arts, and four doctoral degrees. One of the strengths of the departments and programs in the Arts at UC Santa Cruz is the focus on critical thinking, history, production, practice, and performance. Student course work encompasses a depth and breadth of study that is uncommon across the country, particularly at the undergraduate level.

Faculty research in the Arts spans multiple disciplines and fields of study, it is highly interdisciplinary, and is supported by The [Arts Research Institute](#). The seven active research centers in the Arts include: the [Center for Documentary Arts and Research](#), [Center for the Study of the Force Majeure](#), [Contemporary Print Media Research Center](#), [Center for Creative Ecologies](#), [E.A.R.T.H. Lab](#), [Openlab Collaborative Research Center](#), and the [Social Practice Arts Research Center](#).

The [Institute of the Arts and Sciences](#) is founded on a visionary premise: to harness the combined power of the arts and sciences to explore the critical issues of our time and share those insights with the public.

State of the art facilities in the Arts include: experimental media, photography, and computer labs, music recital hall and electronic music studios, professionally equipped theaters, recording facilities and editing suites, studios for filmmaking, painting, print-making, drama, and dance,

surround sound screening theaters, and the only metal foundry in the UC system. Professional exhibition spaces include the [Sesnon Gallery](#).

The dean manages a total budget of nearly \$27 million, and approximately 75 full-time faculty and over 65 full-time staff dedicated to the division's teaching, research, and public service. Further information about the Arts Division can be found at: [arts.ucsc.edu](http://arts.ucsc.edu)

### **Areas of Responsibility:**

The Dean is the highest authority within the Division of the Arts 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 division.
- 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 opportunities for interaction between students, faculty, community, and industry leaders.
- Identifies the division's needs for faculty positions, establishes hiring priorities, and makes recommendations to the CP/EVC for faculty FTE allocations to the division.
- 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 division, including making budgetary allocation requests and managing the division's resources, including allocating financial resources within the division.
- Responsible for developing the division's space proposals, for allocation of space within the division, and for approving requests for renovations and alterations in divisional space, including teaching laboratories and art studios.
- Responsible for guiding short- and long-range planning of minor and major capital improvement projects for the division.
- Promotes the need for an outstanding and diverse faculty, staff, and student body, including maintaining a division'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 artistic and industrial relations and support.
- Works closely with divisional and campus development offices to cultivate major gifts and to promote the image and communications of the division externally.
- Enhances and develops alumni networks.
- Is a member of the Deans Advisory Council and serves on other campus and University-wide committees as designated.

- Works with campus administration, the Academic Senate, and other campus offices on the implementation and development of campus-wide decisions and policy development.
- Supervises the operations of the division, hires and evaluates staff performance, and provides direction to the staff.
- Responsible for the division'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/practitioner and educator with a record necessary for a position as a tenured professor in the Division of the Arts.

Preferred qualifications:

- Experience fostering interdisciplinary research and education;
- Demonstrate ability to communicate effectively with administrators, faculty, students, and staff in an environment of shared governance;
- Appreciation for the mission and responsibilities of a public R1 university serving a multi-ethnic state and a demonstrated commitment to diversity;
- Potential for success in fundraising and securing external support, particularly grants from public agencies and private foundations; and
- Ability to cultivate and develop positive relations with internal and external constituents including alumni, members of the community, and businesses, locally and beyond.

The Dean position is covered by Academic Personnel Policies, including UC system-wide policy [APM 240: Deans](#) and UCSC campus-wide policy [CAPM 300.240: Academic Deans](#).

### **Special Conditions of Employment**

- Successful background check
- Financial disclosure requirements of the California Reform Act of 1974
- Mandatory trainings as required by the University of California
- Successful appointment to a tenured faculty position in the Division of the Arts at UC Santa Cruz