



OFFICE OF THE CAMPUS PROVOST AND EXECUTIVE VICE CHANCELLOR

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POSITION DESCRIPTION

Dean Division of Humanities

The Dean of the Division of Humanities, 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 of 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 curriculum and degree programs, including graduate and undergraduate programs; has responsibility for financial matters including budgetary and space allocations; manages the academic leadership of the division, including department chairs; oversees the health and safety regulations for the division; 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 Humanities Division at UCSC comprises nine departments and programs, including Feminist Studies, Critical Race and Ethnic Studies, History, History of Consciousness, Languages and Applied Linguistics, Literature, Linguistics, Philosophy, and the Writing Program. Across these programs, the division offers thirteen baccalaureate degrees, ten undergraduate minor programs, four masters degrees, and six Ph.D. degrees.

Faculty research in the division is supported by The Humanities Institute (THI). THI also provides support to interdisciplinary research collaborations and specialized centers and projects including the [Center for Cultural Studies](#), [Center for Jewish Studies](#), [Center for Middle East and North Africa](#), [Center for Public Philosophy](#), [Center for South Asian Studies](#), [Center for the Study of Pacific War Memories](#), [Center for World History](#), [Linguistics Research Center](#), [Shakespeare Workshop](#), and the [Dickens Project](#).

The dean manages a total budget of nearly \$45 million, and approximately 143 full-time faculty and over 40 full-time staff dedicated to the division's teaching, research, and public service endeavors. Further information about the Humanities Division can be found at: <http://humanities.ucsc.edu/>.

Areas of Responsibility

The Dean is the highest authority within the Division of Humanities 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 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.
- Responsible for guiding short- and long-range planning of minor and major capital improvement projects for the division.
- Promotes the need and desire for an outstanding and diverse faculty, staff and student body, including maintaining a divisional affirmative action program for faculty, staff and student recruitment and retention consistent with the University's affirmative action policies.
- Cultivates local, national and global relations and sources of support.
- Works closely with the 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 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 Humanities Division.

Preferred qualifications:

- Experience fostering interdisciplinary research and education;
- 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 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 systemwide 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 Humanities Division at UC Santa Cruz