POSITION DESCRIPTION

Dean
Division of Social Sciences

The Dean of the Division of Social Sciences, reporting to the Campus Provost and Executive Vice Chancellor (CP/EVC), is the chief officer of the division. The Dean serves as the division’s executive head, representative, and administrator and has responsibility for a full range of activities associated with the management and promotion of excellence of the academic and research missions of the division.

The Dean oversees the hiring, promotion, and retention of faculty and staff; facilitates the development and oversight of graduate and undergraduate curriculum and degree programs; has responsibility for financial matters including budgetary and space allocations; provides strategic vision and manages the academic leadership of the division, including department chairs; serves as a member of the Deans Advisory Council, and other campus and Universitywide committees as delegated by the Chancellor and the 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; oversees the health and safety regulations for the division, including hazardous materials management; and maintains a divisional affirmative action program for faculty and staff recruitment and retention.

The Division of Social Sciences at UC Santa Cruz comprises eight academic departments that include Anthropology, Economics, Education, Environmental Studies, Latin American and Latino Studies, Politics, Psychology, and Sociology. Home to nearly 45 percent of UC Santa Cruz’s undergraduate majors and almost one-third of the graduate students, the division offers eleven baccalaureate degrees, two masters degrees, and eight doctoral degrees, many of which are interdisciplinary.

Faculty research in the Social Sciences is supported by the division’s highly interdisciplinary research centers and initiatives that address salient social, economic, and policy issues. These include the Center for Agroecology and Sustainable Food Systems (CASFS), which oversees a 35 acre organic farm on campus, Center for Labor Studies (CLS, shared with the Humanities Division), UC Santa Cruz Blum Center on Poverty, Social Enterprise, and Participatory Governance, Center for Integrated Spatial Research (CISR), Chicano/Latino Research Center (CLRC), Center for Analytical Finance (CAFIN), Science and Justice Research Center, Center for Statistical Analysis in Social Sciences (CSASS), Institute for Scientist and Engineer Educators (ISEE), and Everett Program: Digital Tools for Social Innovation.

Two residential undergraduate colleges (College 9 and College 10) are formally within the division, and the Provost of both colleges reports directly to the dean. The dean manages a total budget of nearly $40M, and approximately 150 full-time faculty and over 100 full-time staff dedicated to the division’s teaching, research, and public service endeavors.

Further information about the Social Sciences Division can be found at: socialsciences.ucsc.edu
**Areas of Responsibility:**

The Dean is the highest authority within the Division of the Social Sciences 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 interfaces between students, faculty, community, and business 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, discipline, 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 and supports research programs.
- Is responsible for the financial affairs of the division, including making budgetary allocation requests, managing the division’s resources, and 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 division’s space.
- 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 relations and sources of support.
- Works closely with the division’s and campus’s development offices to cultivate major gifts and to promote the image and communications of the division externally.
- Assists in developing and promoting the reputation of the division and the campus.
- 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 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 or Center 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 Social Sciences.

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 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
- Annual public disclosure of outside professional activities, including prior approval if required
- Mandatory trainings as required by the University of California
- Successful appointment to a tenured faculty position in the Division of Social Sciences at UC Santa Cruz

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