The dean serves as the head academic officer for Arts & Sciences and represents Arts & Sciences to the University and the broader community. Some examples of these broad duties include:

- Hiring and retaining the best, most diverse faculty from all backgrounds for A&S
- Making final decisions on hiring for all academic searches
- Serving ex officio on the Tenure and Promotion (T&P) Committee in A&S
- Making Tenure and Promotion (T&P) recommendations to the Provost
- Overseeing performance reviews (for pre-tenure faculty)
- Overseeing final faculty compensation and merit review
- Completing mid-course reviews
- Making endowed chair recommendations to the Provost
- Overseeing faculty development in A&S
- Leading appointment, training, and review of department chairs, interdisciplinary program coordinators, and associate deans
- Setting and implementing strategic direction for A&S, in consultation with A&S colleagues and University leadership
- Ensuring that A&S's strategic plan is aligned with University
- Ensuring A&S financial planning and operations alignment
- Leading Dean's Office collaboration with shared governance committees
- Working with University Communications to cast the School's vision
- Overseeing Academic Council in A&S
- Collaborating with A&S shared governance committees and appointing ex officio membership
- Reviewing associate deans, their roles and responsibilities, and delegating accordingly
- Organizing and overseeing the Dean's Office, purview and personnel
- Serving ex officio on the Steering, Nominating, and Awards Review Committees

Revised for FY23
University of Richmond, School of Arts & Sciences (A&S)
Divisional Associate Deans (AD)
Leadership Team: Assignments, Roles and Responsibilities

Associate Dean, Sharon Feldman
ARTS, LANGUAGES, AND CULTURES (DIVISION I)

Dean’s liaison to the following areas:
Art and Art History; Classical Studies; English; Latin American, Latino, and Iberian Studies (LALIS); Languages, Literatures, and Cultures (LLC); Music; Theater and Dance

Additional responsibilities in the School:
• Assists with annual merit review process
• Enrollment Management
• Coordinates teaching assignment projections
• Coordinates appointment of term/adjunct faculty
• Coordinates process for new/revised courses
• Oversees grade appeals
• Other additional duties as assigned by the dean

A&S Governance Committees:
• Academic Committee/International Engagement
• Task Force on Directors
• Academic Policies and Planning Committee, ex officio
• Faculty Affairs Committee, ex officio

University Faculty Senate Committees:
• General Education Committee
• IT Governance Steering Committee

Associate Dean, Manuella Meyer
SOCIAL SCIENCES AND THE HUMANITIES (DIVISION II)

Dean’s liaison to the following areas:
Education; Geography, Environment, and Sustainability; Health Studies; History; Journalism; Military Science and Leadership; Philosophy; Political Science; Religious Studies; Rhetoric and Communications Studies; Sociology and Anthropology

Additional responsibilities in the School:
• Assists with annual merit review process
• Oversees Bridge to Success (BTS)
• Liaison for department or interdisciplinary program self study with external review
• Oversees academic program review
• Other additional duties as assigned by the dean

A&S Governance Committees:
• Budget, Planning/Policy Committee, ex officio

University Faculty Senate Committees:
• Cultural Affairs
• Faculty Status and Credentialing
• Substantive Change Committee

Associate Dean, Kelling Donald
NATURAL AND APPLIED SCIENCES (DIVISION III)

Dean’s liaison to the following areas:
Biology, Chemistry, Computer Science, Mathematics and Statistics, Physics, Psychology
Biochemistry and Molecular Biology, Data Science and Statistics, Integrated Inclusive Science

Additional responsibilities in the School:
• Building renovations
• Liaison to Space Planning Committee
• Coordinates science equipment replacement (Kresge)
• Assists with annual merit review process
• Other additional duties as assigned by the dean

A&S Governance Committees:
• Faculty Research Committee, ex officio
• Undergraduate Research Committee, ex officio
• Gottwald Lab and Chemical Safety Committee, ex officio

University Faculty Senate Committees:
• University Academic Programs

Revised for FY23
Interim Associate Dean, Patricia Herrera  
**DIVERSITY, EQUITY, INCLUSIVITY, AND BELONGING (DEIB)**

Oversees Diversity, Equity, Inclusivity, and Belonging in A&S

**Dean’s liaison for diversity, inclusivity, and thriving to all A&S departments and programs, and across the University**
- Leads, plans, inspires, mentors, educates, oversees, coordinates, and implements DEIB initiatives for the School of Arts & Sciences
- Works with the associate deans and departments on diversity, inclusivity, and thriving initiatives
- Main A&S contact for A&S Diversity Advocates, training and implementation
- Oversees bias training for tenure and promotion (T&P), Dean's Office, A&S faculty and administrative leaders
- Coordinates new faculty development series and mentoring program
- Other additional duties assigned by the dean

**University Committees:**
- Inclusive Community Council (ICC) for DEIB

Director, Cindy Glavas  
**FINANCIAL PLANNING AND OPERATIONS**

Chief Operating Officer for A&S

**Oversees organizational operations and management**
- Oversees the operational aspects of the faculty hiring process
- Strategic planning — analyze, prepare, and make recommendations on business aspects of proposals; analyses of changes to existing programs, and planning for the recruitment and phasing in of faculty and staff with guidance from the dean
- Oversees ongoing budget modeling and analysis across A&S
- Leads training of administrators in A&S with budget responsibility

**A&S Governance Committee:**
- Budget Planning and Resources Committee, ex officio

Revised for FY23