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 as liaison to the T&P Committee in A&S
- Making T&P recommendations to the Provost
- Overseeing Annual Performance Reviews (for pre-tenure faculty)
- Overseeing Final Faculty Compensation and Merit Review
- Completing Midcourse Reviews, through review of candidate
- Making Endowed Chair recommendations to the Provost
- Overseeing Faculty Development, particularly as it pertains to Career Profiles and Flexible Guidelines for Promotion
- Leading appointment, training, and review of Department Chairs, Program Coordinators, and Associate Deans
- Setting strategic direction for A&S, in consultation with A&S colleagues and university leadership
- Ensuring that A&S’s plan is aligned with university and A&S Financial Planning and Budget
- Collaborating with Dean’s Advisory Council
- Working with Communication to cast the School’s vision
- Leading Academic Council in A&S
- Reviewing Associate Deans, their roles and responsibilities, and delegating accordingly
- Organizing and overseeing the Dean’s Office, purview and personnel

Revised for FY18, NOVEMBER 2017, PDR
University of Richmond, School of Arts & Sciences

**Associate Deans (REVISED)**

Assignment and Responsibilities

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**Associate Dean, Eric Yellin, Interim**
**ARTS, LANGUAGES, AND CULTURES**

Point of Contact for Division I

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

Additional responsibilities in the School:
- Help with annual merit review process
- Coordinates Teaching Assignment Projections
- Coordinates appointment of term and adjunct faculty
- Coordinates process for new and revised course proposals
- Grade appeals
- Oversees Tucker-Boatwright Festival
- Administrative leadership of C30
- Other additional duties as assigned by the dean

School and University Committees:
- University Academic Programs*
- General Education Committee*

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**Associate Dean, Dan Palazzolo, Interim**
**SOCIAL SCIENCES AND THE HUMANITIES**

Point of Contact for Division II

Dean's liaison to the following departments:
- Education, Geography and the Environment
- History, Journalism, Philosophy, Political Science
- Religion, Rhetoric and Communications Studies
- Sociology and Anthropology

Additional responsibilities in the School:
- Helps with annual merit review process
- Fall requests for term and adjunct faculty
- Oversees Academic Program Review
- Liaison to Interdisciplinary Programs
- Other additional duties as assigned by the dean

**School and University Committees:**
- *Ex officio, Faculty Research Committee*
- *Faculty Status and Credentialing*
- Cultural Affairs*

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**Associate Dean, Ben Broening**
**NATURAL AND APPLIED SCIENCES**

Point of Contact for Division III

Dean's liaison to the following departments:
- Biology, Chemistry, Math and Computer Sciences, Physics, Psychology

Additional responsibilities in the School:
- Coordinates annual merit review process
- Coordinates planning for equipment replacement
  - Kresge, Arts Initiative
- Coordinates space planning and renovation
  - Offices, buildings
- Other additional duties as assigned by the dean

School and University Committees:
- Classroom Committee
- Disabilities Committee*
- Substantive Change Committee
- *Ex officio, Undergraduate Research Committee*

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*University Faculty Senate Committees