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 mid-course Reviews
- Making Endowed Chair recommendations to the Provost
- Overseeing Faculty Development, particularly as it pertains to Career Profiles
- Leading appointment, training, and review of Department Chairs, 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 plan is aligned with university
- Ensuring A&S Financial Planning and Budget alignment
- Leading Dean’s Office Collaboration with Shared Governance Committees
- Working with Communication to cast the School’s vision
- Overseeing 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 FY20
University of Richmond, School of Arts & Sciences
Associate Deans
Leadership Team: Assignment, Roles, and Responsibilities

**Associate Dean (AD), Kathrin Bower**
**ARTS, LANGUAGES, AND CULTURES**
AD 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
- Film Studies, Linguistics

**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
- Other additional duties as assigned by the dean

**School and University Committees:**
- University Academic Programs*
- General Education Committee*
- Enrollment Management Committee*
- Academic Committee/International Engagement
- Faculty Affairs Committee, ex officio

**Associate Dean (AD), Dan Palazzolo**
**SOCIAL SCIENCES AND THE HUMANITIES**
AD for Division II

**Dean’s liaison to the following departments:**
- Education, Geography and the Environment, History, Journalism, Philosophy, Political Science, Religious Studies, Rhetoric and Communications Studies, Sociology and Anthropology
- American Studies, Environmental Studies, Global Studies, HCS, Jewish Studies, PPEL, WGSS

**Additional responsibilities in the School:**
- Helps with annual merit review process
- Oversees Academic Program Review
- Liaison to Interdisciplinary Programs
- Renovation, Ryland Hall
- Other additional duties as assigned by the dean

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

**Associate Dean (AD), Ben Broening**
**NATURAL AND APPLIED SCIENCES**
AD for Division III

**Dean’s liaison to the following departments:**
- Biology, Chemistry, Math and Computer Sciences, Physics, Psychology
- BMB, Neuroscience, IIS

**Additional responsibilities in the School:**
- Coordinates annual merit review process
- Coordinates equipment replacement
- • Kresge, Arts Initiative
- Other additional duties as assigned by the dean

**School and University Committees:**
- Disabilities Committee*
- Substantive Change Committee*
- Ex officio, Undergraduate Research Committee
- Budget, Planning/Policy Committee, ex officio

*University Faculty Senate Committees

Revised for FY20
### University of Richmond, School of Arts & Sciences

#### Directors and Assistant Dean for Diversity

**Leadership Team: Assignments, Roles and Responsibilities**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Assistant Dean, Carthene Bazemore-Walker</td>
<td>Diversity, Inclusivity, and Thriving</td>
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<tr>
<td>Dean’s liaison for diversity, inclusivity, and thriving to all A&amp;S departments and programs, and across the university</td>
<td>Leads Diversity, Inclusivity, and Thriving initiatives in A&amp;S</td>
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<tr>
<td>Director, Financial Planning &amp; budget, Surabhi Vittal</td>
<td>Chief Operating Officer for A&amp;S</td>
<td></td>
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<tr>
<td>Director of Operations and Strategic Initiatives VACANT</td>
<td>Oversees organizational operations and management</td>
<td></td>
</tr>
<tr>
<td>Director of Operations and Strategic Initiatives VACANT</td>
<td>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&amp;S; Leads training of administrators in A&amp;S with budget responsibility</td>
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**School and University Committees:**

**Institutional Coordinating Council for Thriving, Inclusion, Diversity, and Equity**

**Bias Response Team**

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<thead>
<tr>
<th>School and University Committees:</th>
<th>UR Better*</th>
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<tbody>
<tr>
<td><strong>Budget, Planning/Policy Committee, ex officio</strong></td>
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*University Faculty Senate Committees*