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 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 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 plan is aligned with university
- Ensuring A&S Financial Planning and Operations 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
- 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
### University of Richmond, School of Arts & Sciences

#### Associate Deans

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

<table>
<thead>
<tr>
<th>Associate Dean (AD), Kathrin Bower</th>
<th>Associate Dean (AD), Dan Palazzolo</th>
<th>Associate Dean (AD), Kelling Donald</th>
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</thead>
<tbody>
<tr>
<td>ARTS, LANGUAGES, AND CULTURES</td>
<td>SOCIAL SCIENCES AND THE</td>
<td>NATURAL AND APPLIED SCIENCES</td>
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<tr>
<td>(Division I)</td>
<td>HUMANITIES (Division II)</td>
<td>(Division III)</td>
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**Dean's liaison to the following areas:**
- **ARTS, LANGUAGES, AND CULTURES (Division I):** 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, and Linguistics.
- **SOCIAL SCIENCES AND THE HUMANITIES (Division II):** Education, Geography and the Environment, History, Journalism, Philosophy, Political Science, Religious Studies, Rhetoric and Communications, Studies, Sociology, and Anthropology.
- **NATURAL AND APPLIED SCIENCES (Division III):** Biology, Chemistry, Math and Computer Sciences, Physics, Psychology, BMB, and Integrated Inclusive Science.

**Additional responsibilities in the School:**
- Helps with annual merit review process.
- 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.
- Ad hoc committee on Directors.
- Faculty Affairs Committee, ex officio.
- Budget, Planning/Policy Committee, ex officio.
- Classroom Committee.
- Cultural Affairs.
- Faculty Status and Credentialing.
- Space Planning Committee.
- Substantive Change Committee.

**University Faculty Senate Committees:**
- General Education Committee.
- IT Governance Steering Committee.

**Revised for FY21**
**University of Richmond, School of Arts & Sciences**

**Director and Assistant Dean for Diversity**

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

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<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td><strong>Assistant Dean, Carthene Bazemore-Walker</strong>&lt;br&gt;Diversity, Inclusivity, and Thriving</td>
<td>Oversees Thriving, Inclusivity, and Equity in A&amp;S&lt;br&gt;Dean’s liaison for diversity, inclusivity, and thriving to all A&amp;S departments and programs, and across the university&lt;br&gt;Works to align A&amp;S with C30 strategic priorities, as they pertain to this area;&lt;br&gt;Works to align A&amp;S with UR Thriving, Inclusion, Diversity, and Equity (TIDE) strategies and policies&lt;br&gt;Works with the Associate Deans and departments on diversity, inclusivity, and thriving initiatives&lt;br&gt;Main A&amp;S contact for A&amp;S Diversity Advocates, training and implementation&lt;br&gt;Oversees bias training for T&amp;P, Dean’s Office, A&amp;S faculty and administrative leaders&lt;br&gt;<strong>University Committees:</strong>&lt;br&gt;Institutional Coordinating Council (ICC) for Thriving, Inclusion, Diversity, and Equity&lt;br&gt;Bias Response Team&lt;br&gt;University Faculty Hiring Committee</td>
</tr>
<tr>
<td><strong>Director, Financial Planning &amp; Operations, Surabhi Vittal</strong></td>
<td>Chief Operating Officer for A&amp;S&lt;br&gt;Oversees organizational operations and management&lt;br&gt;Oversees the operational aspects of the faculty hiring process;&lt;br&gt;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;&lt;br&gt;Oversees ongoing budget modeling and analysis across A&amp;S;&lt;br&gt;Leads training of administrators in A&amp;S with budget responsibility&lt;br&gt;<strong>A&amp;S Governance Committee:</strong>&lt;br&gt;Budget Planning/Policy Committee, ex officio</td>
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Revised for FY21