

B. Associate Deans

B.1 Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs holding a 12-month appointment and reporting directly to the Dean of the College of Science is integral in maintaining and elevating the academic excellence and integrity within the college. This role demands a proactive, insightful approach to academic leadership characterized by strong organizational, communication, and leadership skills. The Associate Dean is pivotal in fostering a scholarly environment that promotes educational advancement, faculty development, and student success. Through strategic planning, collaboration, and the implementation of innovative practices, the Associate Dean ensures that the College of Science remains at the forefront of academic achievement and research.

Responsibilities of the Associate Dean for Academic Affairs include, but are not limited to, the following:

- **Curriculum and Academic Program Development:** Spearhead the development, review, and enhancement of academic programs and courses, ensuring alignment with institutional goals, accreditation standards, and industry needs. This encompasses leading efforts for continuous curriculum innovation and overseeing student learning outcomes assessment.
- **Faculty Development and Evaluation:** Guides the chairs and assists the dean with recruiting, hiring and workload of faculty members, actively participating in the selection process. Facilitates professional growth and supports faculty in achieving excellence in teaching, research, and service. In special cases, conducts annual performance evaluations.
- **Student Academic Success and Services:** Ensures comprehensive student services, including academic advising and support programs. Develop strategies that enhance student retention, success, and overall experience, fostering an environment where students thrive academically.
- **Academic Standards, Policies, and Accreditation:** Monitors academic standards to uphold and enforce academic integrity. Leads accreditation processes and contributes to developing and implementing academic policies and procedures. Makes strategic recommendations on the academic affairs budget and allocates resources to support academic goals.
- **Conflict Resolution and Academic Integrity:** Addresses and resolves academic disputes, grievances, grade appeals, and conflicts among faculty, staff, and students, thus maintaining a positive and productive academic environment.
- **Strategic Planning and Collaboration:** Engages in strategic planning, setting academic priorities that align with the college's mission and vision. Works closely with other academic and administrative units, fostering collaboration and interdisciplinary initiatives that enhance the college's academic offerings.
- **External Engagement and Partnerships:** Leads academic initiatives to forge partnerships with industry, national laboratories, and other organizations. Drives outreach and community-participatory activities, serving as an ambassador for the College of Science in broader academic and professional communities.

B.2 Associate Dean for Research and Innovation

The Associate Dean for Research and Innovation is a crucial leadership position within the College of Science, holding a 12-month appointment and reporting directly to the Dean of the College. This role is central to developing the research strategic initiatives of the college, fostering a culture of scholarship, innovation, and creativity, and translating research outcomes into tangible benefits for the academic community and society at large. The position demands strong leadership, exceptional communication, and organizational skills, along with a profound understanding of higher education administration.

Responsibilities of the Associate Dean for Research and Innovation include, but are not limited to, the following:

- **Strategic Leadership and Planning:** Leads the development and execution of strategic plans for research and innovation that align with the institution's mission and vision. This encompasses evaluating the impact and outcomes of research initiatives, optimizing the use of existing resources, and seeking additional funding to support these goals.
- **Funding, Grants, and Resource Optimization:** Supports faculty in identifying funding opportunities, developing research proposals, and securing grants. This role oversees the administration of research programs, projects, and grants, as well as optimizing budgeting and staffing resources to bolster research and innovation initiatives.
- **Research Compliance and Ethics:** Ensures all research activities adhere to ethical and regulatory standards outlined by the University's compliance committees, e.g. Institutional Review Board. This responsibility is critical for maintaining the integrity and ethical conduct of research within the College.
- **Professional Development and Mentorship:** Fosters a culture of research excellence and innovation among faculty and students by providing support, guidance, and mentorship. Organize workshops, seminars, and training programs to enhance research skills and professional development within the College.
- **Collaboration and Partnerships:** Promotes interdisciplinary research initiatives and collaborations with external organizations, including academic institutions, industry partners, and funding agencies. Builds and maintain strategic partnerships to advance research goals and secure grants and sponsorships.
- **Research, Innovation and Commercialization:** In close collaboration with the Office of Research and Innovation, coordinates resource allocation, ensuring the College has the necessary support to expand its research and scholarly activities endeavors effectively. Facilitates the translation of research findings into practical applications and commercialization of intellectual property. This includes promoting innovation and technology transfer initiatives within the College.
- **Communication and Reporting:** Effectively communicates the value of research and innovation to a diverse range of stakeholders, including students, faculty, industry partners, and the broader community. Assists the Dean in preparing and presenting detailed reports on research and innovation activities to higher administration and relevant stakeholders.

By fulfilling these responsibilities, the Associate Dean for Research and Innovation ensures that the College of Science remains a leader in scientific research and education, contributing significantly to the advancement of knowledge and societal well-being.