

College of Humanities and Social Sciences

Office of the Dean Governance Plan

Organization

The Office of the Dean is organized around an open, collaborative model designed to insure effective input into intra-college decision-making, strategic planning, and initiatives. **The core values of the Office of the Dean are honesty, integrity, civility, mutual respect, efficiency and effectiveness.** It is essential that the actions and activities of the Dean's Office remain open and transparent and provide opportunities for maximal input from faculty, staff, and department heads. Consistent with the basic principles of decentralization and delegation, the Dean's Office is organized in a way that divides prime managerial responsibility and oversight for various functions among the Dean, each of the Associate Deans, and the Assistant Dean (see below for current responsibilities).

Deans of HSS: Areas of Responsibilities (as of December 1, 2006)

Hugh Hunt, Assistant Dean

Technology (HSS TSS, Technology needs)
Students (orientation/advisement; scholarships; grade appeals)
Curriculum
Enrollment management/scheduling
Faculty Awards
Faculty Elections
Teaching Excellence/Teaching Evaluations
Miscellaneous

Lana Wachniak, Associate Dean

General Education
Graduate Programs
Instructional innovations/delivery/Online Programs
Review Part-Time faculty files (Social Sciences)
Public Relations, outreach, RPG
Miscellaneous

Thierry Léger, Associate Dean

New Social Science Building
Interdisciplinary Programs
Program Assessment (AOL)
Diversity/HSS Intercultural Competence Committee
Education
Review Part-Time faculty files (Humanities)
Miscellaneous

Richard Vengroff, Dean

T&P (3rd year review, tenure, and promotion: Deans' Review Committee)

Meeting with Candidates

Diversity

Research

Global/International Issues

Strategic Planning

Development

External Relations

These responsibilities may change as new opportunities and challenges present themselves and consistent with competencies and interests of current and new members of the team. Information, including budgets, personnel, communications and policy related materials, is shared in the office among all Dean level personnel.

In addition to the Deans, the Office includes the Business Officer, Candace Doughty, Webmaster, Brett Fielder, Proposal development specialist, Debra Smith, Dean's Secretary, Angela Stover, Secretary, Rose Proctor, and IT specialists Kevin Griffin and Erica Lowe.

Fixed Term Offices and Selection Procedures

Associate Deans and Assistant Deans will be appointed for fixed, renewable terms of five years. Current Associate and Assistant Deans can opt to continue under the current arrangements of annual reviews and reappointments or move to the fixed term appointment. An individual holding a fixed term, five year appointment in the Dean's Office will be evaluated annually by Department Heads, faculty, and staff. During the fall term of the fifth year of a five year appointment, a more thorough review will be held. In addition to the annual review, this will include responses from students and external constituencies. Appointment of the Dean to a fixed term assignment is at the discretion of the VPAA. Should the VPAA move to a fixed term for Deans, the current Dean would be favorably disposed to accept such a term. As with other academic administrators, the Dean serves at the discretion of the President of the university.

When a position as associate or assistant dean comes open, the Dean will seek the advice of the Department Chairs in constituting a search committee consisting of two department heads, the head of one of the interdisciplinary programs, five faculty members from across the College (departments not represented by their chairs), and one staff member. The search committee will be charged with conducting an internal search or a search which includes both internal and external candidates drawn from a national search. The search committee will screen all candidates and select a short list of semi-finalists. The Dean will, after consultation with the Associate and Assistant Deans, screen the committee's list before invitations for interviews are sent and return the list to the committee. The committee will then recommend up to three candidates for on campus interviews. These interviews will be with the search committee, the Deans in CHSS, and will include a public presentation for faculty and staff. The search committee will seek

input from the faculty and staff and include these in its report and recommendations. The committee will send a list of at least of two but no more than four acceptable candidates (either ranked or unranked) to the Dean for final selection. No candidate will be chosen or made an offer by the Dean's office who has not been recommended by the search committee.

Staff Association

The HSS Academic Staff Association is an organization of staff from all of the departments and programs in the college. These individuals meet monthly for the purpose of exchanging information on "best practices," for gathering information relevant to their respective jobs and for networking and establishing good working relationships. Speakers on various job related topics are periodically invited to address the group. The Association also makes recommendations to the Dean for staff development needs and opportunities.

College Committees

Standing Committees. The College has four standing committees: Promotion and Tenure Committee, Curriculum Committee, Faculty Awards Committee, and Scholarship Committee. The Promotion and Tenure Committee is constituted according to the procedures spelled out in the University Promotion and Tenure procedures. The Curriculum Committee and the Faculty Awards Committee are made up of chairs of departmental curriculum and awards committee. The Scholarship Committee is made up of faculty members appointed by the department chairs. Every year, these committees elect their own chairs. They conduct their business and make their recommendations to the appropriate Dean or University official.

Ad hoc Committees. The College has several *ad hoc* committees and task forces, among them: Faculty Scholarship Awards Committee, International committee, Environmental Studies Committee, Public Policy Committee, Teaching Effectiveness Task Force, Humanities Institute/Center Advisory Committee, and Strategic Planning Committee. These committees have representatives from each department. They meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean or University official. Should the needs any of the *ad hoc* committee address become permanent, the *ad hoc* committee will become a standing committee.