

College of Arts and Sciences Associate Dean and Assistant Dean Assignments 2011-2012 [rev June 13 2011]

Terri Peretti TLP	Barbara Fraser BMF	Kathleen Schneider KVS	Rafael Ulate RDU	Steve Lee SCL	Atom Yee WAY
Biology (tt)	Anthropology (tt)	Art & Art History (tt)	Military Science Program	Counseling Psychology (ECP)	Associate Dean Development
Chemistry & Biochemistry (tt)	Classics (pr)	Religious Studies		Education (ECP)	Assessment
Communication	History (pr)	Graduate Program in Pastoral Ministries		English (pr)	CAS Leadership Board
Environmental Studies & Sciences	Philosophy (pr)			Liberal Studies Program (tt)	College Awards
Ethnic Studies Program (tt)	Political Science			Music (tt)	Council of Chairs Mtg Agenda
Mathematics & Computer Science	Psychology			Theatre & Dance (tt)	Council of Deans
Modern Languages & Literatures (tt x2)	Sociology				Course Load Determination
Physics	Women's and Gender Studies Program				Course Reduction Approval
Public Health Program					Dean's Office Feedback
					Department Chair Appointment Processes
e-portfolios	Classroom Scheduling	Annual Course Planning	Archaeology Res Lab	Arts Initiative	External Relations and Fundraising
New Integrated Science Center TLP-WAY	Enrollment Management - Open House, Preview Day, etc	Core Curriculum incl Implementation Team	Bulletin	California Legacy	Faculty Personnel Issues
Parent Weekend Liaison (Poster Session, Classroom Sessions)	Faculty Housing liaison	Financial Management	Continuing Education/ CPD-OLLI	Center of Performing Arts	Faculty Retention
Pre-Professional Advising: Pre-Law & Pre-Health	Grade Changes and Complaints	Honors/LEAD Program liaison	Emergency Preparedness /Safety incl lab safety	Chairs Retreat	Inclusive Excellence Post-Doctoral Program
Scholars Dinner	Undergraduate Studies Committee (Kitchen Cabinet)	Integrated Planning	Environmental Studies Institute	Core Writing Program	New Art/Art History Building KVS-WAY
Sabbatical & University-Level Grant Proposals	Council of Chairs Meeting Summaries	New Art/Art History Building KVS-WAY	Facilities Management	Faculty Evaluation Tracking	New Performing Arts Facilities SCL-WAY
		New Chairs Training	Faculty Leaves	Justice and the Arts Initiative	New Integrated Science Center TLP-WAY
		Policy Development incl Protocol Book KVS-WAY	Graduate Services Office (GSO)	New Performing Arts Facilities SCL-WAY	Planning Action Council
			Human Resource Management inclu Affirmative Action liaison and Faculty Leaves		Program Review Coordination
			Staff Secondary Supervision		Tenure and Promotion
			Summer Session		Tenure Track Faculty Hiring
			Sustainability incl Sustainability Council		Univ Budget Council
					Univ Council on Inclusive Excellence

(tt) = tenure-track search
 (pr) = program review
bold = department/program
 revised 2011 June 13

Departmental / Program areas of responsibility: review and monitor curriculum changes in majors and minor; academic year plans; lecturer searches (approve ads and recruitment plan, review and approve interview list, prepare and approve offer); monitor tenure-track search processes; assist the Dean with faculty evaluations; monitor Core; enrollment management (10/50 reports); program review, development and improvement; chair development and transitions; faculty development; assessment of student learning