

College of Health and Human Performance
Associate Dean – Faculty Affairs
.50 Office of the Dean

The Associate Dean for Faculty Affairs provides leadership and administration the area of Faculty Affairs and Activities.

Governance

- Development of college operating guidelines and procedures consistent with faculty shared governance;
- Liaison to the Faculty Advisory Council (FAC)
- Coordinate procedures for University Faculty Senate election; liaison to Faculty Senate
- Serve on university committees as requested by the Dean.
- Serve on various college committees, including Administrative Council and College Council, and work closely with the other Associate Deans on areas pertaining to faculty affairs in the college.

College Affirmative Action Officer

- Work with the college human resource officer(s) and department chairs to develop procedures for search and screen for faculty and staff
- Oversee and assist Search & Screen committees with all aspects of faculty hiring process

College Ombudsman

- Assist with adjudicating student-faculty disagreements
- Adjudicate and oversee procedures for faculty and staff grievances

Faculty Development, Tenure and Promotion

- Develop/maintain a robust mentoring program for assistant professors in the college;
- Coordinate the college teaching awards process;
- Provide oversight of and assistance with department and college tenure and promotion cases;
- Serve as Clerk to the college tenure and promotion committee
- Maintain data and analyze faculty teaching and workload,
- Oversee policies and procedures for sabbaticals and professional leave;
- Supervise and administer the internal faculty awards process and provide a process for faculty to be competitive for external awards.

Liaison and Governance

- Serve on university committees as requested by the Dean
- Assist with college fundraising and developmental efforts

Serve as a representative for the Dean to various university committees