

## **Section 2. ADMINISTRATIVE POSITIONS**

**Dean of the College:** The Dean is the Chief Academic, Administrative and Financial Officer of the College and has the responsibility and authority for integrating and coordinating all academic programs and support services of the College of Science. The heads of the academic units of the college and the Associate Deans and Assistant Dean advise the Dean.

**Associate Dean for Undergraduate Education:** The Associate Dean for Undergraduate Education is appointed by and serves at the discretion of the Dean. The Associate Dean for Undergraduate Education is chair of the COS Curriculum Committee and works closely with the Dean and the Heads of the Academic Units to oversee the development, delivery and assessment of foundational and general education courses, and the development, delivery, and assessment of the COS undergraduate programs and minors. The Associate Dean for Undergraduate Education is responsible for assignment of the physical and IT resources of the College, the supervision of maintenance and construction in the College, and the COS stockroom, which is under the supervision and coordination of the College's Operation Manager. Research space is jointly administered with the Associate Dean for Research and Graduate Education. The Associate Deans assist the Dean in establishing and overseeing policies and procedures for the college. The Associate Dean of Undergraduate Education will act on behalf of the Dean in the latter's absence upon request by the Dean.

**Associate Dean for Research and Graduate Education:** The Associate Dean for Research and Graduate Programs is appointed by the Dean and serves at the discretion of the Dean. The Associate Dean for Research and Graduate Programs works closely with the Dean and the Academic Unit Heads to oversee the development, delivery and assessment of curricula of the graduate programs, the growth of scholarship in the sciences and mathematics for the entire College, the COS Research Centers and laboratories, and the undergraduate research activities and programs to ensure that the COS fosters collaborations between faculty and students and provides science and mathematics research projects to undergraduates. Research space is jointly administered with the Associate Dean for Undergraduate Education. The Associate Deans assist the Dean in establishing and overseeing policies and procedures for the college. The Associate Dean of Research and Graduate Education will act on behalf of the Dean in the latter's absence upon request by the Dean.

**Assistant Dean for Student Affairs:** The Assistant Dean for Student Affairs is appointed by and serves at the discretion of the Dean. The Assistant Dean for Student Affairs works closely with the Dean, Associate Deans and Academic Unit Heads to facilitate and oversee all functions related to student affairs and advising. The Assistant Dean for Student Affairs will oversee the COS Honors Program and the COS Study Abroad Program, will work with the Dean and the Associate Dean for Undergraduate Education to oversee the Women in Science Program (WiSe), and will chair the COS Student Honors and Awards Committee. The Assistant Dean for Student Affairs directs such operations of the College as specifically assigned by the Dean and is responsible for coordination of all recruiting efforts, open houses, summer programs, and orientation. The Assistant Dean is the first contact for COS students in the Dean's Office.

**Head or Director of an Academic Unit:**

The Academic Unit Head is the chief academic, fiscal, and administrative officer for the Academic Unit. The Academic Unit Head will provide leadership, advocacy, oversight and management for the entire academic unit. The head or director of the academic units are appointed by and serve at the discretion of the Dean.

The Head is responsible for carrying out Institute, College and Academic Unit policies and providing leadership for and coordination of all educational, developmental, logistical, and professional activities of the Academic Unit and for maintaining open communication with and soliciting input from the faculty, staff and students. The Head leads by example in teaching and other professional activity, clearly delineates faculty roles and responsibilities, evaluates faculty performance as prescribed by the Academic Unit, College and Institute policies and procedures and represents the academic unit to the College, Institute and beyond.

**Associate Head of an Academic Unit:** The Associate Head directs such operations of the Academic Unit as specifically assigned by the Head and serves as advisor to the Head. The Associate Head is appointed by and serves at the discretion of the Head of the Academic Unit.

**Director, Center for Materials Science & Engineering:** The Director of the Center for Materials Science & Engineering is appointed by, directly accountable to, and serves at the discretion of the Deans of the College of Science and the Kate Gleason College of Engineering. The Materials Science & Engineering Program Director is responsible for the general administration and the educational and professional activities associated with the Master of Science Degree program in Materials Science & Engineering, with a particular focus on student recruitment, admission, financial aid, advising, curriculum planning, course scheduling, faculty selection, monitoring and evaluation, and fostering and conduct of internal and external collaborations and partnerships, such as those related to sponsored research and educational and training programs.