

This message is sent on behalf of Jeremy Haefner, Provost and Senior Vice President for Academic Affairs

Colleagues,

Effective immediately, I am requesting nominations and applications for the position of Interim Dean of the *College of Applied Science and Technology (CAST)*.

The Interim Dean position is an exempt, 12-month, at-will position that serves at the sole discretion of the RIT Provost. The initial period of the appointment is from July 1, 2016 to June 30, 2017 and will likely be renewed for an additional year. The interim dean must be a tenured faculty member at Rochester Institute of Technology (RIT) with experience in administrative oversight. The specific job-related expectations are listed below.

1. The Interim Dean is the chief academic, fiscal and administrative officer for the college and must be an effective fundraiser (from both philanthropic and sponsored research sources) who is able to establish beneficial relationships with alumni, industry, government agencies and the College's various constituents. It is the responsibility of the Dean to provide leadership, advocacy, oversight, and management for CAST. The duties and responsibilities include administration of CAST, including management of the college's budget, hiring and termination of faculty and staff, oversight of the college's curriculum, governance and policies as well as annual evaluations of all faculty and staff. The interim dean is expected to comply with all RIT Policies and Procedures as they may be amended from time to time.
2. The Interim Dean will be a member of the Provost's administrative team and participate in central RIT activities as expected for deans, including weekend events. The Interim Dean is expected to faithfully represent and support central administration initiatives to CAST, including implementation of the RIT *Greatness through Difference* Strategic Plan and support of *Greatness through Difference* campaign.
3. The Interim Dean will be evaluated on the basis of her/his ability to fulfill the responsibilities of the position, her/his ability to support the strategic priorities of RIT, and her/his performance on key goals. These goals, which will be annually set in collaboration with the Provost, will include but not limited to: monies raised by fund-raising efforts, college research activity measured by proposals submitted and research award amounts, student persistence rates for the programs offered by CAST, diversity and inclusivity as measured by faculty recruitment and retention, and assessment activity for the academic programs.

Nominations and applications are due Monday, June 6, 2016 at 3 pm. Nominations from individuals must include concurrence from the nominee. To be considered for the interim dean, applications must include a cover letter of interest from the candidate indicating why they feel they are suited for this position, a CV, and a nomination letter (if appropriate). Packages should be sent in PDF to Jeremy.haefner@rit.edu. Note: As part of the input process for selection, application packages will be shared with members from CAST.

Sincerely,

Jeremy Haefner
Provost and Senior Vice President for Academic Affairs

For more information on this and other topics, please visit <http://www.rit.edu/provost/>