ARTS AND LETTERS DEAN DESCRIPTIONS, 2009-2010

The Office of the Dean, including the Dean of the College of Arts and Letters, his Associate Deans, the Director of Finance and Operations, and their assistants are responsible for both the overall mission of the College and its day-to-day operations.

I. A. O’Shaughnessy Dean: John T. McGreevy

Strategic Development of the College of Arts and Letters
1. Interview all faculty candidates to be appointed with tenure.
2. Conduct fund raising, external representation, and advocacy on behalf of the College of Arts and Letters.
3. Evaluate tenure and promotion files, including renewal appointments.
4. Develop the overall vision and strategy of the College of Arts and Letters.
5. In consultation with the appropriate associate dean, appoint and review department chairpersons.
6. Administer major budgeting responsibilities and priorities.
7. Provide leadership development for the College, be visible and accessible to Arts and Letters faculty and staff, and serve in a broad, community-building role.
8. In conjunction with the appropriate associate dean, conduct evaluations and departmental and program reviews.

Direct Reports
- Executive Assistant to the Dean
- Dean’s Assistant
- Director, Budget and Operations
- Director, Office of Communications
- Associate Deans (5)
- Department Chairpersons (21)

Committee Assignments
- Arts and Letters College Council (Chair)
- Arts and Letters Deans and Chairpersons (Chair)
- Arts and Letters Executive Committee (Chair)
- Arts and Letters Faculty Search Request Review Committee (Chair)
- Provost’s Advisory Committee (PAC)
- Academic Council
- Dean's Council
- Deans and Officers Group
- University Committee on Admissions, Scholarships, and Financial Aid
- Leadership Committee on Undergraduate Education
- Leadership Committee for Research Advancement
Associate Dean for the Arts: Peter D. Holland

Faculty Recruitment, Appointments, and Departmental Coordination

• Interview all junior candidates in the Division of the Arts (Art, Art History and Design; Film, Television and Theater; and Music).
• Author or review departmental letters of offer in the Arts.
• In consultation with the Dean, review recruitment of women, minority, and mission faculty candidates.
• Administer appointment process and materials in Arts departments for the following:
  o Endowed chairs (including the organization of endowed chair committees).
  o Preliminary screening of promotion packets in the Arts.
  o Junior faculty.
  o Visitor and adjunct faculty.
  o Approve budget allocations for non-regular faculty appointments and salaries.
• Administer faculty leaves within the Division of the Arts.
• Administer salary appeals within the Division of the Arts.
• Review and coordinate non-Regular teaching within the Division of the Arts, including postdoctoral and visiting scholar appointments.
• Develop and administer retirement agreements within the Division of the Arts.
• Participate in departmental and program reviews in the Division of the Arts.
• Prepare mid-term reviews of chairpersons within the Division of the Arts.
• Administer department reviews (in conjunction with the Dean) within the Division of the Arts.
• Prepare for the Dean a list of external reviewers of departments in the Arts.
• Develop greater and more effective collaboration among programs, centers, and University arts facilities on issues and events related to the development of the arts at Notre Dame.
• Integrate the arts into the life of the College of Arts and Letters.
• Develop and implement strategies and programs for the recruitment of student majors in the arts.

Program Supervision

• Shakespeare at Notre Dame
• Sacred Music (in conjunction with Theology)
• Decade of the Arts

Graduate Studies in the Arts

• Supervise the development of graduate programs within the Division of the Arts, including the Masters of Fine Arts and graduate certification programs
• Consult and coordinate with the Department of Theology on development of the Sacred Music program.
• Compile annual metrics for graduate studies in the Arts.

Direct Reports

• Sr. Administrative Assistant (part-time)

Committee Assignments

• University Committee on the Arts (ad hoc)
• Arts and Letters College Council
• Arts and Letters Deans and Chairpersons
• Arts and Letters Executive Committee
• Arts and Letters Faculty Search Request Review Committee
• Arts and Letters Space Committee
• Graduate Council (when Dean does not attend)
• Pre-screening Committee for Non-Obligatory Promotions
Liaison Relationships
- Office of Academic Mission Support
- Office of Institutional Equity
- Graduate School
- DeBartolo Performing Arts Center (DPAC)
- Snite Museum
- School of Architecture

Associate Dean for Faculty Affairs and the Humanities: Maura A. Ryan

Faculty Recruitment, Appointments, and Departmental Coordination
- Interview all junior faculty candidates in the Humanities (American Studies, Classics, East Asian Languages and Literature, English, German and Russian Languages and Literatures, History, Philosophy, Program of Liberal Studies, Romance Languages and Literatures, and Theology).
- Author or review departmental letters of offer in the Humanities.
- In consultation with the Dean, review recruitment of women, minority, and mission faculty candidates.
- Administer appointment process and materials in Humanities departments for the following:
  - Endowed chairs (including the organization of endowed chair committees).
  - Preliminary screening of promotion packets in the Humanities.
  - Junior faculty.
  - Visitor and adjunct faculty.
  - Approve budget allocations for non-regular faculty appointments and salaries.
- Administer faculty leaves within the Division of Humanities.
- Administer salary appeals within the Division of Humanities.
- Review and coordinate non-Regular teaching within the Division of Humanities, including postdoctoral and visiting scholar appointments.
- Develop and administer retirement agreements within the Division of Humanities.
- Participate in departmental and program reviews in the Division of Humanities.
- Prepare mid-term reviews of chairpersons within the Division of Humanities.
- Administer department reviews (in conjunction with the Dean) within the Division of Humanities.
- Prepare for the Dean a list of external reviewers of departments in the Humanities.

Faculty Affairs in Arts and Letters
- In consultation with the Dean, serve as point-of-contact for chairpersons on faculty personnel issues, especially those requiring the involvement of the Office of General Counsel and Human Resources.
- Administer appointment process and promotions for Special Professional Faculty (SPF).
- Serve as point of contact to all Arts and Letters departments for Special Professional Faculty (SPF) hires and renewals.

Program Supervision
- Devers Program in Dante Studies
- Medieval Institute

Graduate Studies in the Humanities
- Supervise graduate programs within the Division of Humanities, including the Ph.D. in Literature and History and the Philosophy of Science program.
- Compile annual metrics for graduate studies in the Humanities.

Direct Reports
- Sr. Administrative Assistant
- Director, Medieval Institute

**Committee Assignments**
- Arts and Letters Advisory Committee on Women in Arts and Letters (Chair)
- Arts and Letters College Council
- Arts and Letters Deans and Chairpersons
- Arts and Letters Executive Committee
- Arts and Letters Faculty Search Request Review Committee
- Arts and Letters Space Committee
- Pre-screening Committee for Non-Obligatory Promotions

**Liaison Relationships**
- Office of General Counsel
- Office of Academic Mission Support
- Office of Institutional Equity
- Human Resources
- Graduate School
- Office of the Provost
- University Libraries
- Arts and Letters Nominating and Elections Committee

**Associate Dean for Centers, Research, and the Social Sciences: Daniel J. Myers**

**Faculty Recruitment, Appointments, and Departmental Coordination**
- Review departmental letters of offer in the Division of Social Sciences.
- Administer appointment process and materials in Social Science departments for the following:
  - Endowed chairs (including the organization of endowed chair committees).
  - Preliminary screening of promotion packets in the Social Sciences.
  - Junior faculty.
  - Visitor and adjunct faculty.
  - Approve budget allocations for non-regular faculty appointments and salaries.
- Administer faculty leaves within the Division of Social Sciences.
- Administer salary appeals within the Division of Social Sciences.
- Review and coordinate non-Regular teaching within the Division of Social Sciences, including postdoctoral and visiting scholar appointments.
- Develop and administer retirement agreements within the Division of Social Sciences.
- Prepare mid-term reviews of chairpersons within the Division of Social Sciences.
- In consultation with the Dean, review recruitment of women, minority, and mission faculty candidates.
- Participate in departmental and program reviews in the Division of Social Sciences.
- Prepare for the Dean a list of external reviewers of departments in the Social Sciences.
- Administer department reviews (in conjunction with the Dean) within the Division of Social Sciences.

**Program Supervision**
- Peters Fellows Program (in coordination with Department of Africana Studies)
- Pre-doctoral fellowships
• Social Science Post-Doctoral Fellowships
• Sorin Post-Doctoral Fellowships

Graduate Studies in the Social Sciences
• Supervise graduate programs in the Division of Social Sciences, including the Ph.D. in Peace Studies.
• Compile annual metrics for graduate studies in the Social Sciences.
• Coordinate, as needed, external surveys of Arts and Letters graduate studies and faculty research.
• Administer graduate student space allocations.

Research in Arts and Letters
• Administer Arts and Letters research funding.
• Coordinate with departments, programs, and centers regarding compliance issues.
• Administer and initiate requests for cost-sharing.
• Supervise and review Arts and Letters grants processes.

Direct Reports
• Sr. Administrative Assistant
• Director of the Institute for Scholarship in the Liberal Arts (ISLA)
• Director of the Center for Creative Computing (CCC)
• Director, Computer Applications Program (CAPP)
• Director, Ph.D. in Peace Studies
• Directors of interdisciplinary centers and programs (excluding undergraduate interdisciplinary minors) within the College (e.g., for appointments and budgets), including:
  o Center for Asian Studies
  o Center for Children and Families (CCF)
  o Center for Philosophy of Religion (CPR)
  o Center for Social Research (CSR)
  o Center for the Study of Religion and Society
  o Center for the Study of Social Movements and Social Change
  o Cushwa Center for the Study of American Catholicism
  o Gender Studies Program
  o Maritain Center
  o Reilly Center for Science, Technology, and Values
  o Rooney Center for the Study of American Democracy
• Journal editors (general supervision of all journals)

Committee Assignments
• Arts and Letters Journals Committee (Chair)
• Arts and Letters Library Committee (Chair)
• Committee on Arts and Letters Computing (CALC) (Chair)
• Dondanville Family Graduate Teaching Award Committee (Chair)
• Arts and Letters Research Committee (Co-Chair)
• Arts and Letters College Council
• Arts and Letters Deans and Chairpersons
• Arts and Letters Executive Committee
• Arts and Letters Faculty Search Request Review Committee
• Arts and Letters Leave Committee
• Arts and Letters Space Committee
• Graduate Council (when Dean does not attend)
• Center for Research Computing Advisory Committee
• Limited Submissions Review Committee, Office of Research
• Pre-screening Committee for Non-Obligatory Promotions
• Science and Engineering Research Council
• Sorin Post-Doctoral Fellows Selection Committee
• Strategic Research Committee, Office of Research

Liaison Relationships
• Graduate School
• Office of Research
• Office of Academic Mission Support
• Office of Institutional Equity
• Center for Research Computing (CRC)
• University Libraries
• University Institutes:
  o Institute for Church Life
  o Institute for Educational Initiatives (IEI)
  o Helen Kellogg Institute for International Studies
  o Keough Institute for Irish Studies
  o Joan B. Kroc Institute for International Peace Studies
  o Nanovic Institute for European Studies
  o Notre Dame Institute for Advanced Studies (NDIAS)

Associate Dean for Strategic Planning, Advancement, Infrastructure, and Special Projects: Dayle Seidenspinner-Núñez

Strategic Planning
• Obtain appropriate benchmarks for the College.
• Prepare strategic planning materials and distribute to College departments, programs, and centers.
• Coordinate and implement all strategic planning efforts.
• In consultation with the Dean and appropriate associate deans, solicit, read, and conduct follow up with chairpersons on department annual reports.
• Serve as coordinator of Arts and Letters annual report timeline and processes to College departments, programs, and centers.
• Join Dean when meeting with external reviewers.
• Research and compile College statistics.
• Develop assessment plans in preparation for accreditation processes and as needed.
• Review department Committee for Appointment and Promotion (CAP) documents within the Division of Arts, Humanities, and Social Sciences.

Advancement
• Plan annual Arts and Letters Advisory Council meeting.
• Prepare reports of Advisory Council focus group sessions and final summary report.
• Prepare development proposals for College, departments, and programs.
• Track status of development proposals.
• In coordination with the Dean and Director of Budget and Operations, update annual lists of priorities (Principal Gifts, Leadership Gifts).
• Plan, organize, and implement annual Saturday Scholars series.
• Review and direct Teachers as Scholars Program (TAS).
• Serve as College liaison for Alumni Weekend.

Infrastructure
• Conduct and evaluate facilities and space planning and management for the College and advise Space Committee.
**Direct Reports**
- Sr. Administrative Assistant (part-time)
- Sr. Administrative Assistant, Space Management
- Executive Coordinator, Teachers as Scholars Program (TAS)

**Committee Assignments**
- Arts and Letters Space Committee (Chair)
- Arts and Letters College Council
- Arts and Letters Deans and Chairpersons
- Arts and Letters Executive Committee
- Center for the Study of Languages and Culture (CSLC) Executive Committee

**Liaison Relationships**
- Office of Development
- Office of Institutional Research
- Alumni Association
- Office of Strategic Planning

**Associate Dean for Undergraduate Studies: Stuart Greene**

**Undergraduate Studies**
- Responsible for the operation of the Office of Undergraduate Studies.
- Oversee all Arts and Letters undergraduate degree programs, including College-wide undergraduate programs not directly housed in a department (e.g., Arts and Letters/Science Honors Program, College Seminar Program, and University Writing Program) and those offered in affiliated centers, programs, and institutes.
- In consultation with the Dean, coordinate and develop inter-collegiate programs, as applicable, with the Colleges of Business, Engineering, Law, Science, and the School of Architecture.
- Conduct general supervision of supplemental majors; interdisciplinary minors, including those housed in centers; and area studies minors, including those housed in institutes.
- Coordinate with directors of undergraduate studies (DUS) within the College of Arts and Letters.
- Supervise and administer transfer admissions and make recommendations to the Dean, as needed.

**Program Supervision**
- Business Boot Camp
- College Seminar (CSEM)
- Center for the Study of Languages and Cultures (CSLC)
- First Year Orientation (FYO)
- Glynn Family Honors Program
- University Writing Program (UWP)
- Arts and Letters Honors Convocation

**Enrollment Management**
- Oversee the enrollment management of all Arts and Letters courses, including College-wide undergraduate programs not housed in a department (e.g., Arts and Letters/Science Honors Program, College Seminar Program, and University Writing Program) and those offered in affiliated centers, programs, and institutes.
- Oversee departmental contributions to the University Seminar and College Seminar.
- Maintain appropriate enrollment statistics over time.
Teaching Excellence
• Oversee the quality of teaching across departments.
• In coordination with the Kaneb Center for Teaching and Learning, provide appropriate training for the faculty, as needed.

Student Development Initiatives
• Oversee special Arts and Letters initiatives that foster student development, such as Languages Across the Curriculum, Learning Beyond the Classroom, the Dean’s Fellows, honors tracks, and the development of a Senior Thesis culture.
• Coordinate with directors of programs and services housed outside of Arts and Letters that serve our students, such as study abroad programs, joint collegiate programs, and residential life.

Academic Honesty
• Review student appeals and honesty cases and make recommendations to the Dean, as necessary.

Direct Reports
• Sr. Administrative Assistant
• Assistant deans (5) and staff (3) in the Office of Undergraduate Studies
• Co-Directors of the Arts and Letters/Science Honors Program
• Director of the College Seminar Program (CSEM)
• Director of the University Writing Program (UWP)
• Director, Center for the Study of Languages and Culture (CSLC)
• Directors of supplemental majors (7)
• Directors of interdisciplinary minors (15)
• Directors of area studies programs (7)

Committee Assignments
• Arts and Letters Undergraduate Studies Committee (Chair)
• Arts and Letters Sheedy Teaching Award Committee (Chair)
• Arts and Letters Joyce Teaching Award Committee (Chair)
• Doan Fellowship Committee (Chair)
• Arts and Letters College Council
• Arts and Letters Deans and Chairpersons
• Arts and Letters Executive Committee
• Arts and Letters Faculty Search Request Review Committee
• Glynn Family Honors Advisory Board

Liaison Relationships
• Career Center
• Center for Social Concerns (CSC)
• First Year of Studies
• Hesburgh Program in Public Service
• Kaneb Center for Teaching and Learning
• Office of International Studies (OIS)
• Office of the Registrar
• Office of Student Affairs
• Office of Undergraduate Admissions
• Office of Undergraduate and Post-Baccalaureate Fellowships
• Washington Program
• Helen Kellogg Institute for International Studies (regarding undergraduate research)
• Joan B. Kroc Institute for International Peace Studies (regarding undergraduate research)
• Nanovic Institute for European Studies (regarding undergraduate research)
Director of Budget and Operations: Rob Becht, M.B.A., J.D.

Budget
• Oversee the restricted and unrestricted funds allocated to Arts and Letters.
• Allocate funds for non-regular faculty hires.
• Primary contact for special funding requests such as equipment.
• Supervise Arts and Letters financial systems.
• Prepare and coordinate Arts and Letters budget submissions to the Office of the Provost.

Staff in Arts and Letters
• Second-level supervision for all staff in Arts and Letters, including the review of performance reviews and recommending annual salary increases.
• Facilitate corrective action, when necessary, and recommend strategies for improving performance.
• Facilitate University Human Resources practices and processes for all Arts and Letters departments and programs.
• Monitor Arts and Letters staffing structures.
• Serve as point-of-contact for chairpersons on staff personnel issues, especially those requiring the involvement of the Office of General Counsel and Human Resources.

Infrastructure
• In consultation with the Dean, review recommendations for new staff across the College.
• Direct administration and implementation of Arts and Letters computing and information technology.
• Coordinate with Arts and Letters Computing Office (ALCO).
• Supervise Design, Copy, and Logistics Services (DCL) operations.
• Draft and develop College memoranda of understanding (MOU), as needed.
• Facilitate department/program administration and office management.
• In coordination with the Associate Dean for Strategic Planning, Advancement, Infrastructure, and Special Projects, provide advice, feedback, suggestions, and general consultation on College-wide space issues.

Direct Reports
• Assistant Operations Manager
• Office Coordinator/Receptionist
• Arts and Letters Accountant
• Director, Arts and Letters Computing Office (ALCO)
• Supervisor, Design, Copy, and Logistics Services (DCL)

Committee Assignments
• Arts and Letters College Council (regularly invited guest)
• Arts and Letters Deans and Chairpersons
• Arts and Letters Executive Committee
• Arts and Letters Faculty Search Request Review Committee
• Campus Workstation Program Committee
• Human Resources Planning Group
• University Business Managers Committee

Liaison Relationships
• Arts and Letters Staff Advisory Support Committee (SAS)
• Controller’s Group
• Human Resources (regarding staff issues)
• Office of Budget and Planning
• Office of General Counsel (regarding contracts, staff personnel issues, and staff Family Medical Leave Act (FMLA) issues)
• Office of Information Technology (OIT)
• Office of the Provost
• Procurement Services

**Director of Communications: Marie Blakey**

**Strategic Communications**
• Participate in the development of the College’s strategic plan.
• Develop and oversee implementation of the College’s strategic communications plan.
• Develop strategies for and oversee the implementation of communications initiatives for the dean and associate dean, including internal and external promotions.
• Assist department chairs and center/institute/program directors with strategic communications planning and projects.
• Communicate news, events, and accomplishments of the College, faculty, and students on and beyond campus.
• Manage the development and maintenance of the College website.
• Develop promotions and outreach for key academic conferences and lecture series.
• Oversee the content, design, and production of the College Viewbook and other admission-related materials.
• Oversee other special communications projects, including special events, videos, websites, print and electronic publications (editorial and promotional), design, photography, etc.
• Represent the College across campus, coordinating on strategies and messaging that serve wider University goals and communications initiatives

**Direct Reports**
• Writer/Editor
• Graphic Designer
• Web Content Editor
• Communications Coordinator

**Committee Assignments**
• Arts and Letters College Council (regularly invited guest)
• Arts and Letters Executive Committee
• Academic Working Group (for campus communicators)
• Arts and Letters Deans and Chairpersons (regularly invited guest)

**Liaison Relationships**
• News and Information
• AgencyND
• Admissions (communications projects)
• Alumni Association (communications projects)
• Career Center (communications projects)
• First Year Studies (communications projects)
• Office of General Counsel (copyright issues)
• Design, Copy and Logistics Services (project referrals)
• Arts and Letters Computing Office (technical referrals)
• Arts and Letters departments/special programs (communications issues)
• Arts and Letters related centers/institutes (communications issues)