

## School of Medicine Office of the Dean

### Associate Dean of Academic Affairs – Senate

This key new position will support Geoff Abbott, PhD, senior associate dean for academic personnel. It is a 25% time appointment and will be responsible for reviewing and processing all appointments, merits and promotions for faculty in the following series: Line, In-Residence, Clinical X, Adjunct, Professor of Teaching and the following other academic series: Researcher, Project Scientist, Specialist, Postdoctoral Scholar, and recall appointments and terminations in the above series.

The Associate Dean of Academic Affairs – Senate will be a key member of the Academic Affairs leadership team and will have the following responsibilities:

- Pre-reviews files prepared for ARAC and CXAC academic file review committees by analysts to ensure they are complete
- Provides draft memos for senate faculty files reviewed by ARAC and CXAC (for review and sign-off by Senior Associate Dean)
- Reviews and signs senate Search Reports and Shortlist Reports on behalf of the Dean
- Reviews and signs actions for the following academic series: Researcher, Project Scientist, Specialist, Postdoctoral Scholar
- Reviews and signs recall appointments
- Assists the Senior Associate Dean and Departments with faculty recruitments as requested
- Works with department analysts, SOM Academic Affairs staff and Associate Deans, chairs and departments to improve the quality of academic dossiers for faculty appointments and reviews
- Assists the Senior Associate Dean regarding special projects directly affecting the faculty and academic personnel related issues
- Assists with activities associated with academic personnel for senate faculty

The Associate Dean of Academic Affairs - Senate will attend the following meetings:

- Basic Science Chairs Meeting – monthly
- Academic Affairs Update Meeting – monthly
- ARAC Meeting *ex officio* member – monthly
- CXAC Meeting *ex officio* member - monthly
- SOM Executive Committee *ex officio* member – monthly
- New Faculty Orientation – max every 2 months, presenting the Intro/Academic Affairs portion only as needed
- Compensation Plan Advisory Committee – only as needed
- Ad hoc grievance and pre-grievance committees – only as needed

Interested faculty members should send an email to Geoff Abbott ([abbottg@hs.uci.edu](mailto:abbottg@hs.uci.edu)) with a **brief paragraph** (no more than 10 lines) describing reasons for their interest and any relevant experience they may have, by July 1, 2020. Final candidates will be interviewed, and the projected start date will be August 1, 2020. Please contact Geoff Abbott or Francine Jeffrey ([fjeffrey@hs.uci.edu](mailto:fjeffrey@hs.uci.edu)) with questions.