

IV. THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

The Vice President for Academic Affairs (VPAA) is appointed by the Board of Trustees upon the nomination of the President, and serves as the College's Chief Academic Officer. In this capacity the VPAA advises the President on all issues that fall within the wide purview of academic matters with regard to personnel, budget, and curriculum. The VPAA has administrative responsibility for addressing such issues. Additional matters may be assigned by the President. The VPAA represents the President to both internal and external constituencies at the behest of the President and normally serves as the Acting President in the President's absence.

The Dean of the Faculty and the Dean of Special Programs report directly to the Vice President for Academic Affairs. Both deans sit on a six-member VPAA Senior Staff. Four other staff members report directly to the VPAA: the Registrar and Director of Institutional Research, the Director of the Tang Teaching Museum, the Chief Technology Officer, and the College Librarian.

Working closely with the Committee on Appointments, Promotion and Tenure, the VPAA considers recommendations from CAPT regarding the deliberation of faculty tenure and promotion candidacies. The Vice President for Academic Affairs presents to the President his or her decisions with regard to each candidate's case. The VPAA also works with CAPT in determining the appointment of the College's endowed chairs. More broadly, the VPAA works with CAPT and the Dean of the Faculty on other matters of concern to the faculty, and may consult with CAPT on issues pertinent to faculty personnel issues. The VPAA is the College's chief assessment officer; works closely with the Faculty Executive Committee in annually updating the Faculty Handbook; chairs all searches for deans and directors within Academic Affairs; and reports on academic issues at the monthly faculty meeting. The VPAA also works closely with the Dean of Special Programs in overseeing its many initiatives and representing the Office of Special Programs and the College at an array of summer programs, institutes, workshops and performances.

The VPAA works directly with the Vice President for Advancement in matters of fundraising, donor relations, alumni, and the stewardship of endowed chairs. He or she also works directly with the Vice President for Finance and Administration in representing Academic Affairs and preparing all budgetary matters. The Vice President for Academic Affairs works closely with the chair of the Academic Affairs Committee of the Board of Trustees in preparing agendas and discussing pertinent issues of personnel, budget, and curriculum to the Committee.

V. THE DEAN OF THE FACULTY

The Dean of the Faculty (DOF) is responsible for all matters assigned by the Vice President for Academic Affairs, which generally include the following: enhancing the quality of the faculty and, in consultation with Department Chairs, making new appointments to the faculty (subject to the approval of the VPAA), conferring with the Faculty Development Committee on sabbatical leaves, and making recommendations to the Vice President for Academic Affairs where appropriate. The DOF also works with the Committee on Appointments, Promotion and Tenure in its deliberations of promotion and tenure cases, and consults with the Committee on other personnel matters as needed.

In consultation with the Department Chairs and Program Directors, the Dean is responsible for all academic budgets and makes budget recommendations to the Vice President for Academic Affairs. The Dean initiates and supervises the evaluation of Department Chairs, and generally assists them in the performance of their duties. The Dean also assists Chairs and Directors in the development of teaching and scholarly effectiveness in the faculty, and in maintaining orderly departmental governance and a spirit of professional cooperation.

The Dean of the Faculty appoints the Associate Dean of the Faculty who is responsible for all operations of the Office of the Dean of the Faculty in the Dean's absence. The Associate Dean is responsible for all matters assigned by the Dean, which typically include review of academic program budgets, support for faculty professional travel and such other budgets as designated by the Dean, faculty and curriculum development, and the administration of all interdisciplinary programs.

The Dean of Studies, appointed by the Dean of the Faculty, is responsible for all aspects of academic advising, graduate fellowships, internships, and questions of academic policy and curriculum development. The Dean of Studies also provides support and guidance to students considering academic program options, to students with academic distinction, and to students experiencing academic problems, and serves as a liaison to assigned faculty committees.

The Director of the First-Year Experience works with the DOF in staffing the Scribner Seminars and in addressing other academic and co-curricular activities for the entering class. The Director of the Office of International Programs works with students wishing to study abroad, and is responsible for monitoring all relevant programs and policies. The Sponsored Research Officer for the Natural Sciences assists faculty in developing grant proposals and chairs the Science Planning Group.

The Dean of the Faculty chairs the Dean of Faculty Staff, which includes the Associate Dean of the Faculty, the Dean of Studies, the Registrar and Director of Institutional Research, the Director of International Programs, the Director of the First-Year Experience, and the Sponsored Research Officer for the Natural Sciences.