

Dean of the Division of Science  
Faculty of Arts and Sciences, Yale University  
Description of Responsibilities

*March 2022*

**Departmental and faculty oversight**

1. Oversee the day-to-day well-being and mid- and long-term planning of the departments in the Division of Science: Astronomy, Chemistry, Earth and Planetary Science, Mathematics, and Physics, as well as Ecology and Evolutionary Biology, Molecular Biophysics and Biochemistry, and Molecular, Cellular and Developmental Biology. Coordinate efforts between and among these departments.
2. Oversee faculty hiring plans, hiring processes, offers, recruitments and retentions in these departments, including recommendations of salary, space, and start-up and retention packages.
3. Oversee the faculty lifecycle of faculty in these departments, including hiring, promotion, tenure and retirement. Oversee the process of salary-setting in these departments. Oversee the use of Science Development Funds.
4. Advise the FAS Dean and President on the selection of department chair for each of these departments.
5. Lead, with the Dean of the FAS (and, as relevant, the Dean of the Medical School and the Dean of School of Engineering and Applied Science), the relevant tenure appointments and promotions committees (TACBS and PSETAC).
6. Working with the FAS Dean for Faculty Development and Diversity, ensure that faculty excellence and faculty diversity remain central to all aspects of the FAS faculty lifecycle.

**FAS and university science strategy**

7. Collaborate with chairs, faculty and members of the administration, and institute directors in the sciences to guide cross-departmental collaborations and cross-disciplinary initiatives among the FAS science units and, as appropriate, SEAS and professional schools such as the School of Medicine and the School of the Environment.
8. Participate as appropriate as one of the FAS representatives on FAS, provostial, and campus-wide standing and *ad hoc* committees and meetings regarding campus-wide science practices and strategy.

**External relations**

9. Work with foundations, donors, and other units on projects, grant proposals, and initiatives in support of the sciences in the FAS and at Yale.
10. Coordinate with the Office of Public Affairs and Communication (OPAC), the *Yale Alumni Magazine*, and other relevant venues to ensure that the achievements of the FAS science departments are publicized and celebrated.
11. Represent Yale's FAS science division at regional, national, and international meetings and events.

**FAS and university leadership**

12. Sit on the major FAS committees, including FAS Steering (which oversees all matters of FAS policy) and the Faculty Resource Committee (which oversees the allocation of all FAS searches.)
13. Along with the FAS deans of Humanities, Social Science, and Diversity and Faculty Development, meet regularly with the Dean of the FAS to coordinate FAS-wide goals, strategies, policies and practices.
14. Work to foster university-wide priorities, including diversity and accessibility; academic excellence and innovation; and cross-departmental, cross-divisional and cross-school intellectual synergies.
15. Take on other duties as assigned to support the administration of the FAS and the university.

March 2022  
Office of the FAS Dean  
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