

Dean of the School of Engineering & Applied Science
Faculty of Arts and Sciences, Yale University
Description of Responsibilities

1 June 2017

Departmental and faculty oversight

- Oversee the day-to-day well-being and mid- and long-term planning of the departments in the School of Engineering & Applied Science: Biomedical Engineering, Chemical and Environmental Engineering, Computer Science, Electrical Engineering, Mechanical Engineering & Materials Science.
- Oversee faculty hiring plans, hiring processes, offers, recruitments and retentions in these departments, including recommendations of salary, space, and start-up and retention packages.
- Oversee the faculty lifecycle of faculty in these departments, including hiring, promotion, tenure and retirement. Oversee the process of salary-setting in these departments.
- Advise the FAS Dean and President on the selection of department chair for each of these departments.
- In cases involving promotions of faculty in one of the SEAS departments, participate as a voting member of the relevant tenure appointments and promotions committee (PSETAC or PSETAC+TACBS hybrid).
- Working with the FAS Deputy 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

- Working in conjunction with the FAS Dean of Science, coordinate efforts between the SEAS departments and the non-SEAS FAS STEM departments: Applied Physics, Astronomy, Chemistry, Geology and Geophysics, Mathematics, and Physics; Ecology and Evolutionary Biology, Molecular Biophysics and Biochemistry, and Molecular, Cellular and Developmental Biology.
- Collaborate with chairs, faculty and members of the administration to guide cross-departmental collaborations and cross-disciplinary initiatives among the science departments in the FAS including SEAS.
- Coordinate with science and engineering units on campus – including the West Campus, the Yale School of Medicine including the School of Public Health, the School of Nursing, the School of Forestry & Environmental Studies, and the FAS including SEAS – to help Yale develop campus-wide science and engineering initiatives.
- Participate as one of the FAS representatives on FAS/provostial and campus-wide science committees, including weekly meetings between the FAS science team and Vice Provost for Research to discuss SDF allocation, and appropriate standing and *ad hoc* meetings regarding campus-wide science strategy.

External relations

- Represent Yale, as Dean of Engineering, in all external activities and matters associated with the Engineering profession (e.g., ABET accreditation, ASEE meetings, Ivy Engineering Dean's meetings, etc.)
- Oversee SEAS-based programs such as the Center for Engineering Innovation and Design (CEID), Advanced Graduation Leadership Program (AGLP), and SEAS-based communication efforts (e.g. *Yale Engineering Annual Magazine*).
- Work with foundations, donors, and other offices on campus on projects, grant proposals, and cluster hiring for science and engineering departments.
- In partnership with the FAS Dean of Science, convene and engage the FAS STEM Leadership Council.
- 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 and engineering departments are publicized and celebrated.

FAS and university leadership

- 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.)
- Along with the FAS deans of Humanities, Social Science and Science, meet regularly with the Dean of the FAS to coordinate FAS-wide goals, strategies, policies and practices.
- Work to foster university-wide priorities, including diversity and accessibility; academic excellence and innovation; and cross-departmental, cross-divisional and cross-school intellectual synergies.
- Take on other duties as assigned to support the administration of the FAS and the university.

1 June 2017
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