

Dean of the Division of Social Science
Faculty of Arts and Sciences (FAS), Yale University
Description of Responsibilities

1 February 2021

Departmental and faculty oversight

- Oversee the day-to-day well-being and mid- and long-term planning of the departments in the Division of Social Science: Anthropology, Economics, Linguistics, Political Science, Psychology, Sociology, and Statistics & Data Science.
- As appropriate, work with the Dean of Humanities to oversee certain cross-divisional programs including African American Studies; American Studies; Ethnicity, Race, and Migration; and Women's Gender and Sexuality Studies.
- Oversee faculty hiring plans, hiring processes, offers, recruitments and retentions in these units, including recommendations of salary, space, and start-up and retention packages.
- Oversee the faculty lifecycle of faculty in these units, including hiring, promotion, tenure and retirement. Oversee the process of salary-setting in these units.
- Advise the FAS Dean and President on the selection of a chair for each of these units.
- Chair the relevant area advisory committee (SSAC), and, with the Dean of the FAS, lead the relevant tenure appointments and promotions committee (SSTAC). Oversee the integrity of the appointment and promotion process for each case of ladder hiring or promotion in the social science division.
- As needed, advise the Teaching Resource and Advisory Committee (TRAC) on issues of appointment and promotion of instructional (non-ladder) faculty in the social science division.
- 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.
- As called on, support the Dean of Yale College and Dean of the Graduate School of Arts and Sciences on issues related to undergraduate or graduate education within the social science division.

FAS and university social science strategy

- Collaborate, as appropriate, with chairs, faculty, and members of the administration; institute directors in the social sciences; and humanities, science and engineering departments and professional schools to guide cross-departmental collaborations and cross-disciplinary initiatives within and beyond the FAS social science division. These include but are not limited to the Tobin Center, Economic Growth Center, and Cowles Foundation, as well as the Institution for Social and Policy Studies (ISPS), MacMillan Center, and centers and institutes associated with Yale's investments in neuroscience, data science, and planetary solutions; various FAS departments and programs; the Jackson School, School of Management, Law School, School of Public Health, School of the Environment, and other professional schools.
- 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 social science practices and strategy.

External relations

- Work with foundations, donors, and other units on projects, grant proposals, and initiatives in support of the social sciences in the FAS and at Yale.
- 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 social science departments are publicized and celebrated.
- Represent Yale's FAS social science division at regional, national, and international meetings and events.

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 ladder searches).
- Along with the FAS dean of Humanities, dean of Science, and dean of SEAS 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 February 2021
Office of the FAS Dean
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