Associate Dean for Graduate, Postdoctoral and Faculty Development
Description of the Position

Job Summary

Reporting directly to the Dean of the College of Natural Sciences, the Associate Dean for Graduate, Postdoctoral and Faculty Development (ADGPFD) serves within the Dean’s leadership team to support and advance the success of all graduate students, postdoctoral researchers, research, teaching and outreach professionals, and faculty across our 13 departments, 2 schools, and 4 interdisciplinary graduate programs. The CNS ADGPFD serves in a three-year (renewable) administrative appointment that permits on-going research/scholarly activity. The ADGPFD works closely with the Dean, the Associate Deans of Research and Innovation, Undergraduate Education and Development, Administration and Finance and Diversity, Equity, and Inclusion and with the CNS Department Heads and Chairs, School Directors, and Graduate Program Coordinators to advance the mission of the College. The CNS ADGPFD will also collaborate with the offices of the Dean of the Graduate School, the Vice Provost for Faculty Development, Associate Provost and Director of the Center for Teaching and Learning, the Provost and other Vice Chancellors, and the corresponding Associate Deans in the other colleges in this role. The CNS ADGPFD will oversee two professional staff directors: the Director of Faculty Development and Programs and the Director of Diversity and Graduate Student and Postdoctoral Success.

The CNS ADGPFD collaborates with the Dean on strategic planning and has broad responsibility to coordinate all operations and innovate programs in the College related to the recruitment, retention, career development/advancement, mentoring, education, diversity, and equity of our 400 faculty, 1000 graduate students, 65 professionals supporting teaching, research and outreach activities, and 100 postdoctoral researchers. The CNS ADGPFD also represents the college on University-level committees related to these responsibilities, and provides administrative leadership, including the incorporation of data-informed and evidence-based approaches to advance the success of these groups in an engaged and inclusive community.

Essential Functions

- Promote development of faculty and research, teaching and outreach professionals, including on-boarding, promotion and tenure preparation, mid-career/sabbatical planning, mentorship training, recognition, and retention, through programing, advising, coaching and mentorship
- Along with the other CNS Associate Deans, advise the Dean on faculty reviews
- Promote graduate student and postdoctoral researcher development, including recruitment, retention, timely progression to degree/completion, external fellowship development, and
training in ethics and inclusive teaching practices through programming, advising and mentorship

- Proactively promote processes and practices that advance a diverse, inclusive, equitable and anti-racist workplace and learning climate
- Support departments, schools and programs on issues related to faculty, graduate student and postdoctoral researchers
- Establish and track metrics to inform programming to promote faculty, graduate student and postdoctoral researcher success
- Oversee selection processes for faculty recognition and professional development programs and for graduate fellowships and awards
- Oversee first-term department heads/chairs and early career faculty mentoring groups
- Oversee the Graduate Program Directors leadership group to promote the sharing of best practices and to support the needs of CNS graduate programs
- Conduct exit and retention interviews/surveys for faculty, graduate students and postdoctoral researchers
- Organize the Graduate Student and Postdoctoral Research Dean’s Advisory Groups
- Serve as a liaison with the Vice Provost for Faculty Development and of the Dean of the Graduate School and other internal partners on issues related to faculty, graduate student and postdoctoral researcher development
- Represent CNS with strategic external partners on issues related to faculty, graduate student and postdoctoral researcher development
- Develop and support collaborative external grant proposals to support programs to advance faculty, graduate student and postdoctoral researcher development

Minimum Qualifications:

- Tenure-track faculty member with an appointment at the University of Massachusetts Amherst
- A commitment to promoting faculty, graduate student and postdoctoral development
- A commitment to advancing an inclusive, diverse, equitable, and anti-racist workplace and learning climate
- Strong organizational, interpersonal, and communications skills, with demonstrated effective leadership skills
- Comfortable overseeing program budgets

Application Instructions:
Candidates should send their applications and submit a CV and cover letter, detailing previous accomplishments and future plans to support a diverse, equitable and inclusive climate in CNS to Lisa Berube at berube@umass.edu. Review of applications will begin on July 1, 2021 and may continue until a suitable candidate pool has been identified.