

Associate Director for Academic Affairs - The Fletcher
School
Tufts University

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Posted Feb. 12, 2021, set to expire Jun. 27, 2021

Job Title Associate Director for Academic Affairs - The Fletcher School

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Feb. 12, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Research/Technical/Laboratory
Educational Services

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001091>

Apply By Email

Job Description

The Associate Director of Academic Affairs will report to the Academic Dean to help her manage all of the degree programs at The Fletcher School, faculty affairs, academic affairs, and the research activity of the school.

The Associate Director of Academic Affairs will work with the Executive Associate Dean and the Academic Dean to manage all of Fletcher's graduate degree programs, including joint and dual degree programs. In this regard, he/she will collect and analyze data related to curriculum, course enrollments, and individual degree programs to identify constraints, maximize efficiencies, and best serve the academic objectives of the school. He/she will assist the Academic Dean in identifying gaps in curriculum and propose solutions to maintain the School's competitiveness. He/she will coordinate the work of the administrative directors of each degree program alongside the Academic Dean who will manage the faculty directors of each degree program. He/she will support the Academic Dean and Academic Council in conducting regular reviews of each degree program, and implementing any

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reforms approved by Academic Council and the Executive Faculty. He/she will also support the development and implementation of any new degree programs. He/she will work with the Academic Dean to plan and execute the agendas of Academic Council and Dean's Council meetings. He/she will work with the Executive Associate Dean and the Director of Administration and Business Operations to inform the ongoing review of the cost and revenue accounting structure of each degree program. He/she will assist the Director of Administration and Business Operations in budgeting curricular and faculty affairs according to school priorities. He/she would work with the registrar on the implementation of registration processes, course schedules, and other university systems. He/she would work with counterparts in other schools inside and beyond Tufts with whom we have joint degrees or partnerships to ensure that they are running smoothly. He/she would develop an understanding of cross-school student support areas (such as admissions, library, career services) to enhance their support for each degree program.

Responsible for assisting with the administrative processes surrounding the hiring and renewal of faculty (especially adjunct faculty) and supporting some aspects of the tenure and promotion process. Supports the Academic Dean with faculty workload allocation, including committee service and teaching. Serves as resource for faculty with administrative and academic planning questions. Serve as alternate to Academic Dean for meetings with Tufts administration, including the Faculty Affairs Working Group (FAWG). Will assist the Academic Dean in establishing and implementing policies (e.g. leaves, teaching, research, service) included in the Faculty Handbook. Will also help to compile tenure case materials and coordinate with external reviewers of tenure cases. Will submit the relevant requests (endowed professorship appointments and other materials that need to be approved by Provost, President and/or Trustees) to the Provost's Office and may assist in drafting these letters. Will support the Academic Dean in planning and implementing voting processes for faculty committees, including university-wide appointments to the Senate and to University College. Will ensure course evaluations are administered regularly and in a timely manner. Additionally, works with the Office of Institutional Research (OIR) to verify important faculty information (salary, demographics, etc.) and produce customized reports on faculty data for deans, OIR, and the Provost's Office.

Supports the Academic Dean to track research conducted by faculty, post-docs, doctoral students, and other research staff, catalyze research initiatives and grants by faculty at Fletcher. Serves as alternate to the Academic Dean for Research Council meetings. Compiles and disseminates timely communication to faculty and students about internal and external funding opportunities. Works with the Local Research Administrator to support research center directors in development of new funding proposals, particularly those spanning research centers. Serves as a resource to faculty in the drafting of multi-faculty grant proposals. Serves as liaison to the University's Office of the Vice Provost of Research, gathers data, develops and prepares management reports about existing grants as necessary to continuously assesses school's risk and make recommendations for remedial efforts in



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keeping with the mission statement and level of risk tolerance to ensure compliance with University policies. He or she will make recommendations and participate in the development of Fletcher research policies and procedures, continuously monitoring whether policies are effectively implemented. In addition, advises students and faculty on the submission process to the Tufts Institutional Review Board (IRB), and ensures that Fletcher human subjects research proposals move through the IRB process in a smooth and timely fashion.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact