

Associate Dean for Faculty Affairs
USC Suzanne Dworak-Peck School of Social Work

The Associate Dean for Faculty Affairs supports the full academic life cycle of faculty (all lines, full time and part time), including professional and leadership development. The Associate Dean for Faculty Affairs reports to the Dean of the USC Suzanne Dworak-Peck School of Social Work and serves as a member of the senior leadership team. The Associate Dean will work collaboratively with all senior leaders, and other executives of the USC Suzanne Dworak-Peck School of Social Work to support the faculty development, faculty academic advancement, campus communication, and promotion of equity, diversity and inclusion.

The Associate Dean for Faculty Affairs will supervise and advise staff of the Office of Faculty Affairs, including the Faculty Affairs Manager, and Faculty Affairs Coordinator(s) and any student workers within the office.

The duties and responsibilities of the Associate Dean for Faculty Affairs include, but may not be limited to, the following:

Appointments, Promotions and Tenure:

- Coordinate and support the processes for faculty appointment, promotion and tenure.
- Monitor faculty progress and collaborate with the Faculty Council to recommend eligible candidates for academic promotion.
- Monitor and maintain the faculty database and submit reports to internal and external constituents as appropriate.
- Work with the Dean and senior leadership to set duties and expectations for administrative appointments.

Career Development

- Developing a portfolio of professional development programs across the faculty career trajectory.
- Development of initiatives focused on academic and leadership development, mentoring, as well as faculty performance in mission-based activities.
- Work with faculty mentoring committees to ensure progression of junior and mid-level faculty preparing for promotion, ensure a strong mentoring culture for all faculty lines.
- Fostering a climate that encourages lifelong learning and wellness, promotes interdisciplinary collaboration, embraces mentoring, actively promotes diversity, and demonstrates professionalism.

Faculty Compensation

- Participate in the annual faculty contract process, coordinating with programmatic leadership.
- Ensure equity and fairness in faculty salaries, and perform an annual evaluation of the newly proposed salaries.
- Comparison of faculty salaries with benchmarks, ensure market equity is evaluated.

- Compile and review faculty data analyses to define trends on topics to include faculty academic advancement, equity, faculty retention, and diversity.

Recruitment, Onboarding and Professionalism

It is expected that support and promotion of the recruitment, development and retention of top faculty talent at the school will be provided through:

- Oversight of the hiring processes and onboarding for faculty, coordination with the Dean, administrative staff, and programmatic leadership in recruitment.
- Participation in creation of annual hiring plans in collaboration with the Dean and senior leadership.
- Working on development and implementation of a comprehensive onboarding program.
- Designing, implementing and evaluating initiatives enhancing faculty diversity in collaboration with the Associate Dean of Inclusion and Diversity and the Office of Inclusion and Diversity.

Policies

- Ensure hiring, business process and policies are compliant and aligned with the university policies and California law.
- Assist the Faculty Council in development, review and implementation of faculty governance policies, including processes for faculty annual performance review.

Communication

- Oversee and ensure effective internal communications for the Office of Faculty Affairs (faculty affairs website and faculty newswire).
- Serve as the liaison between the provost's office and the USC Suzanne Dworak-Peck School of Social Work for requests and approvals.
- Oversee all other responsibilities of the Office as defined in the USC Suzanne Dworak-Peck School of Social Work Faculty Handbook.

Coordination and Facilitation

- The Office of Faculty Affairs will interface effectively with various faculty groups and committees, foster bidirectional communication, and provide guidance to support various faculty governance committees.
- Participate in various committees that serve and/or collaborate with the Office of Faculty Affairs, and the academic community. This may include governance committees that address general faculty needs, diversity, equity and wellness of faculty.

Misconduct

The Associate Dean for Faculty Affairs may be called upon to assist Dean in coordination of the response to allegations of misconduct by faculty and/or ensure that these matters are addressed expeditiously. The Associate Dean may also be expected to act upon recommendations for faculty disciplinary actions, sanctions, non-reappointments, and terminations