

**From:** [Dodge, Gail](#)  
**To:** [Dodge, Gail](#)  
**Cc:** [Whitfield, Tiffany L.](#)  
**Subject:** Monday Matters: Seeking Associate Dean Applicants  
**Date:** Monday, March 29, 2021 8:01:49 AM  
**Attachments:** [COS Assoc Dean Ad 2021.pdf](#)

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Dear Colleagues:

I am pleased to announce that Craig Bayse will be taking over from John Cooper as Chair of the Department of Chemistry and Biochemistry on May 25, 2021. I am excited to work with Craig in this new role, but now I need to find a new Associate Dean! For the last year Craig has been Associate Dean for Graduate Studies and Faculty Affairs. Before that he had a half time appointment as Associate Dean for Graduate Studies.

There are three areas where I need help at the Associate Dean level: Graduate Studies, Faculty Affairs, and Research. Each position is roughly a half time assignment, and the duties are documented in the attachment. Ideally, I would like someone to take two of these areas and serve as a full-time Associate Dean, with another person serving halftime in the third area. However, I am willing to consider three half time Associate Deans if that is what makes sense depending on the interests of those who apply.

If you have wondered whether you would like to get more involved in administration or academic leadership, this is your chance to try it out! I am eager to answer any questions and talk this over with you if you are thinking about applying. Please see the attached for more information. Applications are due on April 23.

I want to express my deepest gratitude to John Cooper who has served now for seven years as Chair of Chemistry and Biochemistry. Under his watch the new building has been designed with an attention to detail that will make possible increased student success and faculty productivity as well as provide the whole university with a showpiece for recruiting and public events. The department has revised the curriculum to address DFWI rates, introduced popular new courses, and added the undergraduate research track. In addition, John has recruited excellent faculty colleagues. Thank you, John!!

Best Regards,  
Gail

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Gail Dodge  
Dean, College of Sciences  
Old Dominion University  
[gdodge@odu.edu](mailto:gdodge@odu.edu)  
757-683-3432

## **Associate Deans for Research, Graduate Studies, and Faculty Affairs**

College of Sciences

The College of Sciences invites applications for the position(s) of Associate Dean for Graduate Studies, Faculty Affairs, and Research. In addition to the duties listed below, Associate Deans represent the College at various events and on committees and task forces. Each portfolio is roughly a half time position. Tenured Associate or Full Professors in the College of Sciences are eligible to apply for these positions. Applicants interested in a full-time position to assume two of these portfolios are very much encouraged. Please contact Gail Dodge for more information.

To apply, please send a CV and letter of interest to Gail Dodge by April 23, 2021.

### **Graduate Studies**

Duties include responsibility for all matters involving graduate education, including approval of graduate student employment and continuance forms, application of tuition waivers, and oversight over the graduate curriculum. Coordination with the College Graduate Committee, the Graduate School, and representing the College of Sciences on the Graduate Administrators Council are important aspects of this position. The Associate Dean for Graduate Studies handles graduate student concerns and organizes the college graduate student advisory board.

### **Faculty Affairs**

Duties include responsibility for all matters involving the faculty, such as assisting the Dean with evaluation of faculty workloads, overseeing faculty award nominations, overseeing the adjunct appointment process and serving as a liaison to the College Promotion and Tenure Committee (including oversight over the promotion and tenure process in the College). Faculty mentoring is a very important aspect of this position. Organization of events such as "Science Friday" is also included.

### **Research**

Duties include representing the College on issues related to the Office of Research and ODURF, working with faculty to increase research productivity, and spearheading the College effort to enhance research infrastructure. Facilitation of multi departmental initiatives and University initiatives across colleges in promising areas of research is critical. Examples include biomedical sciences, data science, and fields relevant to the Institute for Coastal Adaptation and Resilience (ICAR) and Jefferson Lab. The Associate Dean will lead the effort to promote the research of our faculty inside and outside the College, work with the College Research Council, and assist junior faculty with networking and opportunities.