*IRVINE: EARTH SYSTEM SCIENCE*

September 5, 2019

**RESPONSIBILITIES OF THE ESS VICE-CHAIRS FOR UNDERGRADUATE AND GRADUATE STUDIES**

The ESS Vice Chairs provide oversight, vision, and initiative to ensure the quality and success of our academic programs. The Vice Chairs work actively with the faculty and students to develop the curricula, improve student learning outcomes, and recruit new students. The Vice Chairs play a major leadership role in the Department, facilitating communication and decision-making. Routine administrative functions are largely delegated to the department staff. The Vice Chairs are appointed by the Department Chair. VCs receive a monthly stipend for their service. The VCs are responsible for the specific tasks listed below.

VC-Undergrad

* Advise staff on the academic content of the ESS website for prospective and current students.
* Oversee curriculum content, creation and modification of courses, and degree requirements. Communicate with other Departments regarding service and cross-listed courses as needed.
* Represent ESS and provide leadership on the educational aspects of sustainability issues across campus
* Serve as instructor of record for ESS 191-Research in ESS and ESS 192-Careers in ESS.
* Monitor student progress, approve petitions, course substitutions and make determinations regarding probation and dismissal. This is done in conjunction with the department staff and the Physical Sciences Student Affairs Office.
* Handle student complaints and concerns.
* Host a welcome program for new students during Welcome Week in the Fall, and participate in other events for ESS majors throughout the year.
* Represent ESS at orientation, Honors Experience Day, convocation and commencement.

VC-Grad

* Advise staff on the academic content of the ESS website for prospective and current students.
* Lead the graduate recruitment effort
* Appoint the Admissions Committee, develop admission and recruitment departmental procedures along with Graduate Program Coordinator, determine admission targets and enrollment along with Chair and Associate Dean. Make the final decision on the admission of students. Assign provisional advisors to incoming graduate students.
* Oversee curriculum content, approve new courses and modification of existing courses and degree requirements. Communicate with other Departments regarding service and cross-listed courses as needed.
* Serve as instructor of record for the ESS Seminar.
* Monitor student academic progress.
* Review petitions and course substitution requests and make determinations regarding probation and dismissal.
* Appoint exam committees for the Comprehensive Exam.
* Monitor Exam Committees, the Admissions Committee, and faculty advisors
* Handle student complaints or concerns.
* Allocate teaching assistant positions (with staff, VC-Ugrad and Chair as needed)
* Host Grad Recruitment Day in the spring.
* Participate in the Incoming Graduate Student Orientation.
* Represent ESS at Graduate Student commencement.

VC- Inclusive Excellence

* Write a Department diversity and inclusion statement in consultation with department faculty, the Equity Advisor, the DECADE mentor, and the Associate Dean of Graduate Studies, Equity and Inclusion to be posted along with a Land Acknowledgement on the ESS website.
* Advise ESS staff, faculty, and students on existing initiatives on campus available to enhance diversity, equity and inclusion activities across the department. Work with staff to add Diversity, Equity, and Inclusion resources to the ESS website, and regularly update faculty on opportunities to participate in diversity, equity, and inclusion work.
* Develop promotional materials designed to enhance recruitment of diverse undergraduate and graduate students, postdoctoral researchers, and faculty to ESS, including pptx presentations, fliers, and videos available on the ESS website or for faculty and graduate students to present as opportunities arise. Reach out to local Minority Serving Institutions and community colleges to seek opportunities to present to students or partner with them.
* Participate in annual Graduate Student Orientation and Undergraduate Student Welcome events and other students and faculty events during the year.
* Develop written guidelines for faculty applicants on writing diversity statements and for faculty search committees on how to assess them in accordance with recommendations of The University Committee on Affirmative Action, Diversity, and Equity (UCAADE) and the UC System-wide Equal Opportunity/Affirmative Action Administrators Group (EO/AA) to be posted on the ESS website.
* Appoint a Vice-Chair of Diversity and Inclusion for each hiring committee and work with the search committee and chair to provide a written assessment of the proposed faculty hire’s awareness, record, and future plans to advance diversity, equity, and inclusion.
* Organize Diversity, Equity, and Inclusion workshops or seminars for faculty and/or graduate students on topics such as “Writing a Diversity Statement”, “Inclusive Teaching Methods in Earth System Science”, “Addressing Implicit Bias in STEM”, or “Decolonizing Earth System Science”
* Monitor issues with diversity and inclusion among students and faculty, through conducting regular ESS Climate surveys, holding regular meetings with the ESS DECADE mentor, graduate student representatives, and researchers, and organizing inclusive social events (e.g. DiversiTEA breaks).
* Ensure equitable and diverse representation in ESS 191 careers course, ESS Departmental Seminar series, Half-Baked seminars, Reeburgh Lectures, etc.
* Identify and pursue funding opportunities for a diversity initiatives that would have significant faculty buy-in (e.g. AISIESS or NSF-REU).

VC- Safety and Research Space.

* Work with faculty and the Dean’s Office (Associate Dean of Research) on the various phases of re-opening research on campus in response to the COVID-19 pandemic, including revisions to current plans submitted within ESS for approval by the Dean, chairing of the safety committee to review proposals internally before submitting to the Dean, and interactions with the Dean's office to revise safety plans.
* In coordination with the floor wardens for Croul Hall and Rowland Hall and the ESS portion of the ISEB building, ensure that safety procedures are in place, tested, and followed so that everyone knows what to do and where to go in case of an emergency.
* Update the department on COVID-related news and other safety issues and training opportunities.
* Work in coordination with the space committee and with the Management Service Officer (MSO) on policies for space/office assignment to insure an effective, productive, fair and equitable use of our research space.