

## SIO SECTION HEAD DESCRIPTION

(Sections are Biology, Earth Sciences, Oceans and Atmosphere)

### Position Description

1. Serve on the SIO Research and Academics Group, which develops policy relevant to research and academics, and advises the SIO Director and DDR.
2. Serve on the SIO Space Committee.
3. Manage budgets allocated to the Section.
4. Together with the Divisional MSO's, manage and assign laboratory and office space for members of the SIO Academic Staff (Faculty and Research) within the Section. This includes the rescission of space to Institutional Reserve, and, together with the Chair of the SIO Department, allocation of space to new hires.
5. Manage the academic file process related to Professional Research Series Scientist files within respective Section, including:
  - a. Appointments;
  - b. Voting and review; and
  - c. Start-up packages, in consultation with the SIO Director.
6. Develop and maintain the hiring plan (Faculty and Researcher) for the Section, and create the annual request for academic hiring that is sent to the SIO Director; this annual request must include the identification of possible space for any proposed hires.
7. Chair Section meetings. Meetings are expected to occur at least twice during the (Faculty and Researcher) academic hiring process so that the Section members can provide feedback to the search committee.
8. Provide input for the review(s) of the section MSO as part of their annual evaluation.

Other duties of the section head include:

9. Take part in the review and selection of MRI proposals
10. Take part in the process of the selection of SIO institutional postdocs.
11. Take part in the review of requests for bridge funding.
12. Take part in the review and selection of seed-money proposals.

### Qualifications

1. Tenured faculty or research series position (associate or full level) at SIO.
2. Leading national/international scientist in a field relevant to the research interests of members of the Section.
3. Demonstrated leadership skills and ability to work collaboratively and effectively with campus leadership, faculty, staff, and students.
4. Understanding of, and commitment to, academic shared governance.