

Dean of the Graduate School**Brief Summary of Work for this Position:**

The Dean (chief academic officer) of the Graduate School assists the university leadership (provost and academic deans) in developing, coordinating, and maintaining and growing graduate programs.

Detailed Job Description

The Dean has the following strategic planning duties:

- Collaborates with the Provost and the other academic deans in strategic planning for the Academic Affairs division in support of the university's mission.
- Sets strategic planning priorities for the Graduate School in concordance with Academic Affairs' planning and the university's mission.
- Provides oversight for all academic, budget, facilities and other responsibilities for the area, as applicable, and the setting of priorities and working toward goals on fundraising, facilities management, space allocation, and development of new special use facilities. This includes oversight of graduate school application fees and the budgeting/allocating of those trust dollars to support graduate students (e.g. through tuition scholarships) and other efforts, in collaboration with the academic deans and approval of the Provost.
- Assists departments/ schools/programs to develop proposals for new graduate programs for consideration by appropriate faculty committees and university administration. Monitors graduate area as programs advance through University of North Carolina's System Office's Processes.
- Convenes and chairs the Graduate Council in reviewing and approving new programs and curricular changes and gives final approval for all revisions and expansions of the university's graduate curriculum offerings and degree or certificate requirements.
- Ensures faculty, department/program, and student compliance with all academic policies set by the university.
- Allocates funding for graduate student support, including Teaching and Graduate Assistant funding, to the Colleges/Schools (academic deans) as appropriate.
- Reviews annual productivity reports (credit-hour production, degrees awarded etc.).
- Reviews annual Graduate School performance on institutional surveys and assessments.
- Ensures each of the areas provide programmatic and faculty support to other academic units on campus.
- Supports, in collaboration with Academic Affairs leadership, external reviews of graduate programs and participates in each review process as appropriate; such as assisting colleges/ schools/ departments/ programs in implementing recommended improvements resulting from such reviews.

- Works in conjunction with the Academic Deans and Graduate Program Coordinators to establish enrollment goals and objectives.
- Supports university colleges and schools in the identification, recruitment, and matriculation of prospective graduate students. Supports university colleges in marketing and advertising programs.
- Provides leadership, supervision and direction for the Graduate School, including staff: Hires and trains employees; plans, assigns and reviews work; establishes goals and assesses performance through completion of written evaluations; acts on disciplinary issues, up to and including dismissal; addresses grievances and develops a plan for corrective action. Actively promotes staff development.
- Evaluates the effectiveness of existing and proposed systems and processes in support of graduate programs (enrollment, applications, curricular development) at UNCW.

Explain the variety and purpose of internal and external working relationships.

The Dean collaborates with the Provost and the other academic deans in strategic planning for the Division of Academic Affairs in support of the university's mission. This position represents the Graduate Office at commencement exercises, convocations, Board of Trustees meetings and other events as required or requested by the Provost or Chancellor. The Dean is also a key representative to external constituents, including applicants to the graduate school/programs of UNCW. They serve on the Provost's deans' council, and on other university committees at the Provost's or Chancellor's request. Maintaining positive relationships with all internal and external stakeholders is essential to the success of this role. Serves on UNC Graduate Deans Council.

Minimum Requirements

- An earned terminal degree in an academic discipline from an accredited institution.
- A record of distinguished accomplishments and earned tenure in an academic department at UNCW.
- Demonstrated ability to be a dynamic, energetic, articulate and motivational team builder and a visionary with a commitment to transdisciplinary principles.
- Exercised ability to manage complex academic organizations, work effectively and collegially with all members of the campus and community, promote shared governance, and exhibit excellent communication skills, sound judgement and decisive leadership.
- An interest supporting curricula development related to culturally diverse populations, as well as recruiting such populations.

Preferred Qualifications

- Five years of experience as a university administrator (dean, associate dean, department chair, director or comparable senior level officer) including a demonstrated history of strong leadership and successful implementation of complex initiatives and demonstrated experience with budget management.

- Significant and successful experience with enrollment management, including experience with graduate student application and enrollment issues and concerns, student funding and support, and the recruitment of students.
- Experience with review and assessment of existing programs.
- Experience with the development of new degree programs, including curricula, resource planning (including funding), assessment, and accreditation support.