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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Dean, Graduate School

DIVISION: Academic Affairs

REPORTS TO: Provost and Vice President for Academic Affairs

GRADE: 22

SUPERVISES: Administrative, professional, technical and clerical support staff

BASIC FUNCTION:

The principal responsibility of the Dean is to promote graduate education at and for the University. This includes providing leadership in defining and implementing the graduate education mission for the University, guidance in the development of graduate programs consistent with this mission, encouragement and support of faculty initiatives in graduate education, provision of administrative support for graduate education, and the monitoring and assessment of graduate offerings. The Graduate School Dean must work effectively with other deans at the University and with the Office of the Vice President for Research and Economic Development, as well as with entities within the state and region that provide external support for the University's graduate programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the management of the Graduate School, including personnel and financial matters.

Supervise the recruitment and admission of graduate students. Monitor the awarding of assistantships and employment of graduate assistants.

Develop, oversee and evaluate policies and procedures relating to the internal administration of the Graduate School. This includes, but is not limited to, review of individual programs of study; appointment of major professors, program committees and examination committees; maintenance of permanent records of all candidates and graduates; and certification of candidates for receipt of graduate degrees.

Work closely with the deans, the Provost, and the faculty to develop, revise and evaluate graduate programs and graduate courses, and to promote the interests of graduate education throughout the University.

Work effectively with the Graduate Student Association and the Graduate Association Union.

Provide data and other information on graduate programs and Graduate School operations to both internal and external parties.

Chair the Graduate Council, the Graduate Faculty, and the Fellowship and Scholarship Committee, and represent the Graduate School in the Council of Deans, the Faculty Senate and elsewhere as needed.

Schedule and conduct meetings of the Graduate faculty at the University.

Oversee and actively facilitate graduate diversity initiatives.

Seek external support for Graduate School operations.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as an advocate of graduate education off-campus. This includes, but is not limited to, maintaining liaisons and promoting cooperative ventures with the Council of Graduate Schools of the United States, the New England Board of Higher Education, the Northeastern Association of Graduate Schools and other regional and national agencies as appropriate.

Work closely with the Vice Provost for Research and Economic Development to improve conditions, resources and support for research across the University, and with other academic deans to ensure smooth functioning of all services relating to graduate education.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, presentation and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: (1) Ph.D. or equivalent; (2) member of the URI graduate faculty; (3) record of accomplishment in academic administration; (4) excellent record of scholarly productivity; (5) demonstrated understanding of the value and importance of research and its relationship to graduate studies; (6) demonstrated ability to work with a wide range of constituencies including faculty, staff, graduate students and community leaders; (7) experience with university organization, administration and graduate education; (8) conversant with issues in higher education in general, and graduate education issues in particular, e.g., interdisciplinary and online graduate education; (9) record of strong leadership, interpersonal and communication skills; (10) demonstrated ability to organize, coordinate and supervise support staff; (11) demonstrated ability to apply and communicate institutional policies, plans, objectives, rules and regulations; (12) demonstrated record of commitment to international, global education and to the recruitment and retention of a diverse, international graduate student body.

Preferred: (1) Candidates who have successfully secured competitive research funding.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.