

UNIVERSITY OF COLORADO DENVER

Dean of the Graduate School

Position Number: 665437

Nature of Work

The Dean of the Graduate School is one of 13 Deans at the University of Colorado Denver. As the chief academic and administrative officer of the School, the Dean serves as the major advocate and spokesperson for the Graduate School. S/he has responsibility for overseeing graduate academic programs within the Graduate School, in collaboration with other deans and program directors, as well as the School budget, the Post-Doctoral Office, and development activities. The Dean is responsible for: administering the rules and policies of the Graduate School as well as the overall coordination and effectiveness of Graduate School programs; providing outstanding leadership that embraces emerging directions in graduate education; exhibiting intellectual leadership; and, building, shaping and leading initiatives described in the School's and University's strategic plans. [University of Colorado Denver Strategic Plan](http://www.ucdenver.edu/about/WhoWeAre/Chancellor/Documents/FinalStrategicPlan.pdf) link <http://www.ucdenver.edu/about/WhoWeAre/Chancellor/Documents/FinalStrategicPlan.pdf>) The Dean is also accountable for compliance with university and campus policies and for maintaining the highest ethical standards in graduate education.

Professional Field

The person hired will have a record sufficient to be tenured as a full Professor in a field represented in the Graduate School.

Supervision Received

Appointed by the Chancellor on the recommendation of the Provost, the Dean reports directly to the Provost. The responsibility assigned to this position is by broad directive and is generally accomplished without direct supervision. The performance of the person in this position is judged more by the quality of overall results than by conformance to pre-established specific standards.

Supervision Exercised

The Dean shall have primary responsibility and accountability for all of the activities and personnel of the Graduate School.

Examples of Work Performed

The Dean facilitates, promotes, and coordinates graduate education at UC Denver. S/he is expected to provide leadership in bringing the newly consolidated Graduate School to maturity by developing goals and strategies to enhance the Graduate School at UC Denver. Graduate studies, especially interdisciplinary and multi-disciplinary initiatives, are a priority of our new strategic plan.

The Dean's responsibilities include (not in priority order):

1. Providing intellectual leadership and a strong commitment to graduate and post-doctoral education.
2. Spearheading educational advances in the Graduate School.
3. Providing general oversight and supervision of all aspects of the Graduate School.
4. Applying Graduate School Rules governing Graduate School structure, governance, faculty appointments, and policies and procedures related to student admissions, degree requirements, and student grievances and appeal.

5. Working in consultation with the Provost and in collaboration with other Deans to ensure a university-wide perspective on broad institutional matters pertaining to graduate and post-doctoral education.
6. Overseeing degree programs within the Graduate School, including evaluation of the effectiveness of degree programs in coordination with other Deans
7. Ensuring that all accreditation requirements involving the programs of the Graduate School are met in a timely manner.
8. Providing leadership in strategic planning activities.
9. Preparing and overseeing the Graduate School budget.
10. Providing leadership in research-related activities, including identifying and distributing graduate student and post-doctoral trainee funding.
11. Collaborating with the Vice Chancellor for Research to ensure that graduate and post-doctoral education at UC Denver is consistent with the goals of the institution for research, discovery, and creative work
12. Supporting graduate student and post-doctoral trainee interests and activities. The Dean is responsible for staying informed of graduate student and post-doctoral needs.
13. Providing leadership in advancing diversity and inclusion goals.
14. Coordinating fund raising activities related to the Graduate School among college/school Deans, the CU Foundation, and the Chancellor.
15. Promoting cooperation in interdisciplinary initiatives among colleges\schools, departments, and various programs in concert with broad University strategic planning goals.
16. Establishing, implementing and monitoring compliance with the by-laws and policies of the School, the University of Colorado Denver, the University of Colorado System, and state and federal guidelines, regulations and requirements.
17. Carrying out other duties as may be assigned by the Provost/Vice Chancellor for Academic and Student Affairs.

Knowledge, Skills, and Abilities

The successful candidate must offer a distinguished record of academic accomplishment in funded research or equivalent creative activities as well as in graduate student teaching; commitment to developing, enhancing and sustaining a diverse student body, faculty, and staff and to fully integrating principles of diversity and inclusion into the campuses' teaching, research, service and clinical activities; ability to work in a collegial manner and maintain effective collaborations with a variety of persons, internal and external to the organization; ability to plan, develop and implement complex strategic goals and program initiatives that require the effective management of resources over short and long time frames; excellent verbal and written communication skills.

Minimum Requirements

The successful candidate must have earned a terminal degree and be qualified for a tenured, full professor appointment in a department represented in the Graduate School.

Salary Range

Competitive