

**Position Number:** D93893

**Job Title:** Associate Vice Provost and Dean of Graduate Studies

**Department:** Office of Graduate Studies

**FTE:** 1.0 benefits eligible

**Job Type:** Administrative

**Posted Date:** 1-27-12

The Office of Academic Affairs invites applications and nominations for the position of Assoc. Vice Provost and Dean of Graduate Studies. The Office of Academic Affairs seeks an innovative, experienced, and collaborative leader who will help Portland State advance graduate education and research at Portland State University. This position is a full-time, 12-month, unclassified, excluded position reporting to the Vice Provost for Academic Programs & Instruction (VPAPI) in the Office of Academic Affairs (OAA). The appointment is available on July 1, 2012.

#### Position description

The Associate Vice Provost and Dean of Graduate Studies (AVP/Dean) leads the Office of Graduate Studies (OGS), the campus unit primarily responsible for administering graduate education at PSU. This position provides leadership for graduate curricular matters, participates in the conduct of graduate program reviews, works with the Office of Admissions and School/Departmental staff on issues pertaining to graduate admissions, and supports the development of enrollment projections and budget implications relevant to graduate education at PSU.

The AVP/Dean works in close consultation with a number of partners internal and external to PSU. He or she will act as a liaison to both the Graduate Council and the OUS program approval process, and serve as an ex officio member of the Academic Advising Council, the Institutional Assessment Council, and the Faculty Senate. The AVP/Dean works closely with the Academic Deans as well as the Office of Research and Strategic Partnerships regarding issues related to graduate students. The AVP/Dean also represents PSU/OGS with community groups, as well as national and regional graduate school organizations.

The AVP/Dean is responsible for all OGS functions and is the final signatory on all OGS form approvals. OGS is charged with processing audits for graduate degree completion and certification for graduation, transfer credit evaluation, appointment of thesis and dissertation committees, and graduate petitions. OGS establishes University-level graduate admission criteria and policies and reviews requests for special graduate admission or exception to established policy. OGS oversees university and OUS policies related to graduate students, reviews requests for waivers of PSU policy, and is closely involved in establishing and interpreting policy and advising both graduate students and members of the faculty on policy and procedural matters.

The AVP/Dean oversees all finances of OGS, including the OGS budget, campus-wide disbursement of the Graduate Matriculation Fee, University student scholarships, graduate student travel awards, and graduate assistant remission funds. In addition to supervising OGS personnel, the AVP/Dean for Graduate Studies serves as the academic dean for interdisciplinary graduate work, including the MA/MS-IST degree program, the Systems Science program, and interdisciplinary certificates such as Sustainability.

The AVP/Dean acts as a consultant to the Provost and VPAPI regarding curricular issues with OUS. This position advises instructional units on processes for new graduate program development, reviews new graduate program proposals and participates in the review of existing graduate programs. As designated by the VPAPI, the AVP/Dean serves as the University representative on Accreditation and Assessment activities involving graduate students and programs on campus.

### Qualifications

The successful candidate will have earned a terminal degree and be a tenured Portland State faculty member at the rank of Professor at the time of appointment, with a distinguished record of academic accomplishment in research or creative activities, as well as in graduate student instruction. Candidates should demonstrate a strong interest in supporting the work of Academic Affairs, especially as related to graduate education. Demonstrated experience and potential for providing leadership and vision in graduate education in the following areas should be evident in the application package:

- Extensive experience teaching/mentoring graduate students and supervising thesis and/or dissertation research
- Experience leading graduate programs at the academic unit level
- Demonstrated knowledge of a wide range of research and creative endeavors pertinent to graduate education
- Proven record of collaborative leadership in administrative management
- Strong interpersonal and communication skills
- Track record of spearheading educational advances
- Track record of budget and personnel experience
- Demonstrated ability to continue the work begun by the Interim Dean by providing direction to doctoral program directors, implementation of a DARS system for graduate students, assessment of graduate student advising and their roles on campus, and development and implementation of a graduate student fee remission policy that aligns with campus needs

### Application and timeline

Send electronic applications and nominations to the attention of the AVP/Dean for Graduate Studies search chair, Scott Marshall, at: burck@pdx.edu. A curriculum vitae and letter of interest that addresses the candidate's experience as it relates to the position's specific responsibilities comprise the application package. The committee will begin screening applications on February 13<sup>th</sup>, and continue until an individual is selected. The starting date for this position will be July 1, 2012, or as soon thereafter as possible, depending upon the availability of the successful candidate.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.