



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Dean of the Graduate School

JOB SUMMARY

The Dean of the Graduate School provides leadership and oversight in strategic planning, implementation, coordination, and review of graduate education. The Dean is the direct administrator for all activities within the Graduate School. This position requires substantial interaction with academic deans and senior academic administrative staff members. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President for Academic Affairs

Supervises: Associate Dean of the Graduate School, Assistant to the Dean

ESSENTIAL DUTIES - May include, but not limited to the following:

- Supervises Associate Dean of the Graduate School and Assistant to the Dean.
- Provides leadership and oversight in strategic planning, implementation, coordination, and review of graduate education.
- Plans, coordinates, and evaluates short and long-range goals and objectives for the Graduate School.
- Ensures effective operation of the Graduate School through program development, process improvement, and coordination of processes with other units.
- Serves as liaison between the Graduate School, other TWU units, and TWU central administration.
- Formulates and manages the Graduate School budget and sets priorities for resource allocation and utilization.
- Represents the Graduate School to external constituencies.

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- Provides leadership, coordination, and oversight to the Graduate Council in order to develop policy recommendations, reviews proposed graduate programs, enhances the quality of existing programs, and assures the quality of graduate faculty.
- Represents the Graduate School regarding curricular matters, student affairs, fiscal affairs, scholarship awards, personnel management, and related matters.
- Analyzes evidence and makes decisions on student appeals and complaints related to graduate program admissions and progression.
- Oversees hiring of graduate assistants, certification of preparation of graduate teaching assistants, and university orientation of graduate teaching assistants.
- Collaborates with Institutional Improvement in administering periodic reviews of all graduate programs; reviews and makes recommendations for enhancement of all discipline-specific accreditation reports and THECB annual reports related to graduate education.
- Oversees and supports graduate academic program development by advising faculty and administrators on policies and regulations, reviewing proposals for new and revised programs, and representing and advocating for the proposal to the Texas Higher Education Coordinating Board.
- Develops graduate student recruitment strategies and promotes minority recruitment in collaboration with Enrollment Services.
- Oversees and coordinates preparation of required reports related to graduate education in collaboration with Institutional Research and Data Management, including the annual preparation and publication of the THECB "18 Doctoral Characteristics" for each TWU doctoral program.
- Maintains compliance with federal, state, and institutional policies, procedures, and regulations.
- Oversees TWU's participation in the Federation of North Texas Area Universities and the Academic Common Market of the Southern Regional Education Board.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Earned doctoral degree.

EXPERIENCE

Established record of teaching, research and service at a level consistent with TWU requirements for the rank of full professor. A minimum of eight years of academic administrative

leadership required. Substantial experience in graduate education and demonstrated accomplishment in academic leadership and management of instruction.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to present effectively the mission, goals, objectives, functions and interests of the research and graduate programs and academic support services units.
- Knowledge and understanding of current issues in higher education
- Strong managerial skills, initiative, and vision in program development and administration.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies, procedures and activities.
- Ability to integrate resources, policies, and information to develop procedures and to solve problems.
- Knowledge of management methods and ability to provide administrative guidance, direct supervision, and training as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints in order to maximize resources.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to present information effectively to administrators/staff at all levels within the University, to public groups, and to the TWU Board of Regents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.