

Tasks & Responsibilities of Associate Dean for Graduate Studies – IUB

The Associate Dean of Graduate Studies manages the Office of Graduate Studies and is involved in development and implementation of university and School of Education policies related to graduate study for the School of Education. This involves monitoring and supporting students in 19 degree granting programs in the School of Education and several non-degree programs and for all aspects of a graduate students' academic career from recruitment through graduation. In addition, the associate dean works with faculty in the development of new courses and programs, recruitment of doctoral students, academic advising, and trouble-shooting difficult situations that may arise with graduate students and their programs.

Primary Responsibilities

Graduate Admissions, Retention, and Graduation

- Work with admissions staff to advise on graduate admission procedures. Frequent interactions with International Admissions and the University Graduate School in this role.
- Help students access appropriate funding opportunities in consultation with the University Graduate School and the Office of Financial Assistance as well as internal opportunities with the School of Education's Development Office. Determine the eligibility of students to receive fellowships and awards and authorize the posting of the awards to their accounts.
- Determine the amount of funding available for recruitment packages to be offered to incoming doctoral students, assist department with all aspects of this process.
- Guide decisions relating to graduate student progress and take a leading role in monitoring graduate student progress and keeping faculty informed about their students progress or failure to progress.
- Provide academic advice to graduate students referred by departments, deal with issues involving graduate student progress, appeals, individual and group complaints from students, working closely at times with the Student Advocates Office, the Dean of Students, and the School of Education Grievance Committee
- Handle appeals to the Graduate School, usually on behalf of faculty, regarding special requests related to student programs, for e.g., special waivers and consideration in exceptional cases.
- Work with departmental staff, primarily administrative assistants and office managers, in the management of paperwork and other issues related to graduate students and faculty advising and to conduct and organize trainings for skill development related to managing graduate records at the departmental level

Orientation, International Reception, Workshops, Convocation

- Along with staff, design and implement and then evaluate yearly fall new graduate student orientation
- Conduct yearly (beginning in 2007) welcoming reception for international students and visiting faculty/scholars
- With Graduate Assistant and staff, respond to expressed need from graduate students for workshops, panel discussions, etc. regarding a variety of concerns, e.g., managing a program of studies, how to alleviate stress, preparing a vita and the job interview, etc.
- Work with my staff and the staff from the Office of Teacher Education to plan and then implement the School's Graduation Convocation at the end of Fall and Spring Semesters.

Program Development

- Work directly with faculty in the development of new courses and programs, and the revision of existing courses and programs through all steps of the process, from discussion/questions during the initial planning through the final approval at either the Campus Curriculum Committee level or by the Trustees. Work closely with the Executive Associate Dean's office and staff as well as the Dean of Faculties in this task.
- Provide direct advising, mentoring, and training of faculty in their role as graduate advisors.

Evaluation and Reporting

- Primary responsibility for completing the US News & World Report for the School of Education. Work closely with ETS in this task.
- Complete a number of surveys and questionnaires related to education graduate programs throughout the year for groups doing research or compiling data, for instance, for the Survey of Earned Doctorates, CIC survey, and multiple others.
- Provide comprehensive report at least twice per year of admission, matriculation, enrollment and graduate data to the Dean's Cabinet

Committees

- Membership on a number of Policy Council standing committees and working groups such as the Graduate Studies Committee (GSC), the Committee on Recruitment, Admissions, and Financial Aid (RAFA), the International Programs Committee, the Diversity Committee, the Committee on Teaching, the Grievance Committee, and the ETS Advisory Committee. Convene and manage the workings of the Graduate Studies Committee, the Diversity Committee and the International Program Committee with her Graduate Assistant. Works closely with the chairs of those committees, provide support in scheduling, preparing the agendas, and in taking and reporting minutes and reports for these groups.
- Regularly attend Policy Council representing graduate interests and sharing recommendations of the Graduate Studies Committee and the Committee on Teacher Education.
- Attend weekly meetings convened by the dean, alternating between "Associate Deans Meetings" and "Dean's Cabinet Meetings" each week.

Supervisory Responsibilities and Office Management

- Hire, train, supervise 7 full-time staff members (2 PA level and 5 clerical support staff), doing formal evaluation of the 2 PA positions, and providing less formal evaluation and feedback to clerical support staff. Monitor the hiring and supervision of hourly staff done by full-time staff members and become involved as necessary.
- Work to maintain a positive, respectful work environment in which staff can be productive and comfortable.
- Advocate for the staff by nominating for awards, as well as in terms of promotion and merit raises in pay, and in supporting their ongoing professional development.
- Develop, implement and monitor changes in office functioning and efficiency in terms of both physical facilities and business practices, making changes as necessary to facilitate work flow and responsiveness to School faculty, staff and student needs. Works closely with ETS support staff in this role, as well as other offices on campus, such as the university archivist and the Registrar's Office.
- Regularly hold 2 staff meetings per month, more as needed.