

Vice Provost and Dean of the Graduate School

Summary of Position:

The UNH Graduate School provides leadership to support the scholarly and creative efforts of our faculty, staff, and students at our R1 Carnegie classified research institution. As a land-grant, sea-grant and space-grant institution, we are committed to ensuring that our graduates are prepared to become leaders capable of addressing the complex opportunities and challenges of a changing world. The UNH Graduate School plays a key role in advancing the principles of ethical conduct of research and scholarship, maintaining an institutional perspective on graduate education, and promoting interdisciplinary scholarship and academic programs.

The dean and vice provost leads and directs all core functions of the Graduate School, including administrative operations, planning, policy, program development, marketing, and student admissions and student recruitment, as well as works collaboratively with the provost, other deans, and departments to advance, promote, and support academic excellence in graduate education at UNH. The dean of the Graduate School shares administrative responsibility for graduate programs with other school directors and college deans. Management of admissions, some student support services and programming, facilitating graduate faculty council, curriculum review, academic policy and standards, and graduate program reviews have been centralized in the Graduate School, under the supervision and management of the dean.

The next dean of the Graduate School will work as a strategic partner with the academic deans to develop and execute strategies to continue the growth in graduate education at UNH while maintaining R1 status. These efforts will demonstrate our university-wide commitment to diversity and inclusive excellence. Key elements of the Graduate School's future include working with college deans to develop and launch innovative, interdisciplinary programs as well as professional master's programs graduate certificates, and graduate micro-certificates aligned with business needs. UNH engages with students through both traditional on-campus experiences as well as online programs. The dean will ensure access to high-quality professional development activities for graduate students and post-doctoral scholars to help prepare them for academic, government, and industry careers.

The dean and vice provost has significant opportunities to transform graduate education at UNH. Promoting UNH's graduate programs nationally and internationally, expanding graduate student funding, and developing new funding sources will be key emphases. Promoting partnerships and collaborations within and across UNH, especially with the college deans, office of the senior vice provost for research, and career preparation and experiential learning organization, are crucial to the repositioning of the Graduate School and ensuring support of research experiences, graduate-directed external funding, and the welfare and professional outcomes of graduate students, including mental health. The dean is graduate education's central collaborator and communicator with administrators, faculty, students, and other constituents and recognizes the unique needs of each.

As a member of the Deans' Council and Provost's Council, the graduate dean reports to the provost and vice president for academic affairs. Because research and graduate education intersect, the graduate dean works collaboratively with the senior vice provost for research. The Graduate School dean reviews and makes recommendations about the tenure and promotion of graduate faculty, supervises staff, oversees several interdisciplinary programs, and is expected to foster collaborative relationships with faculty, program directors, college deans and administrators, and off-campus stakeholders.

Minimum Qualifications:

- Terminal degree required with considerable experience and recognized expertise in higher education.
- 3-5 years of experience as an associate dean or program/department chair, preferably at the graduate level, or equivalent.
- A record of scholarly achievement consistent with the rank of associate or full professor.
- Demonstrated leadership experience at the department, college, and/or university level including fiscal management.

- Demonstrated style of leadership and management that is ethical, collaborative, and inclusive and empowers others to success, fosters respect, builds pride in the accomplishment of shared goals, and feeds upon two-way communication.
- Proven ability to relate effectively to a wide variety of people of diverse backgrounds including an understanding and respect for cultural, ethnic, and individual differences.
- Excellent writing and communication skills.

Additional Preferred Qualifications:

- Experience in strategic planning including strong organizational development skills and ability to drive innovation and lead change.
- Demonstrated exposure and interest in working across disciplines and strong knowledge of the programs represented within graduate education. (e.g. online, clinical training, research-based training, etc.)
- Evidence of successful planning and implementation of initiatives related to graduate student professional development, the program review process, or other graduate education-related activities.
- A record of successful recruitment and admissions, mentoring-advising, and/or graduation of graduate students.

Duties/Responsibilities: (100%)

Provide academic leadership to:

- Develop a strategic plan that advances graduate education at the university to the next level.
- Advance innovative interdisciplinary masters and doctoral academic programs.
- Promote synergies between graduate education and research.
- Advance inclusive diversity of the graduate student body.
- Attract extramural funding to support graduate research and teaching assistantships and novel approaches to graduate education.
- Support institutional recruitment.
- Manage and supervise graduate recruitment and admissions, administration of graduate assistantships, and graduate program reviews.
- Work closely with the Graduate Student Senate and Graduate Council (an elected, representative group of graduate faculty) on the development, implementation, and evaluation of policies related to graduate education.
- Manage and develop resources, including grants and private gifts.
- Oversee and advance the university's robust graduate professional development efforts, including the awards of summer faculty development grants and related activities.
- Advance our institutional knowledge of graduate education including best practices and issues impacting students at the University of New Hampshire and at the national level by attending regional and national meetings.
- Review and make recommendations about the promotion and tenure of graduate faculty.
- Meet the goals and objectives of the university's Strategic Plan related to graduate education.