

DEAN, GRADUATE COLLEGE
Oklahoma State University
Stillwater, Oklahoma



The Board of Regents for Oklahoma State University invites nominations and applications for the position of Dean, Graduate College. The Dean reports to the Provost and Senior Vice President on graduate education matters, multidisciplinary program development, and research issues pertinent to graduate study. The Dean also serves as the chief academic, business, and fiscal officer of the Graduate College.

Oklahoma State University (OSU) is a land-grant institution, with a rich history of institutional success and growth. President Kayse Shrum and Provost and Senior Vice President Jeanette Mendez – OSU’s transformational leadership team – are advancing the institution further with the launch of [comprehensive and modern strategy](#) for the next era of OSU. The university system strategy has a focus on OSU becoming the nation’s preeminent land-grant institution. The Graduate Dean will lead the execution of this vision for the Graduate College and will have the opportunity to shape the future success of OSU as well as ensure imperatives are achieved.

OSU has graduated more than 264,000 students who serve the state of Oklahoma, the nation and the world. It is a multi-campus university, with over 200 master’s, doctoral and graduate certificate programs offered in Stillwater, at the OSU-Tulsa campus, and online. The graduate student population has been steadily rising over the past few years; and is about 5,000, with students from 47 states and 115 countries. OSU set a new record for highest graduate enrollment this fall, with ~ 1,200 new graduate students (9% increase). OSU continually strives to provide an educational environment that fosters cultural diversity and rich intellectual exchange between faculty and students. Further information about programs and about the role of the Graduate College can be found at <https://gradcollege.okstate.edu/>.

The OSU campus and the city of Stillwater are known for being welcoming, respectful and genuine. A mid-size city, Stillwater is a one-hour drive to the metropolitan areas of Oklahoma City and Tulsa, both of which are home to international airports, vibrant art and performance venues and professional sports teams. Stillwater is education-focused and boasts one of the top public-school districts in the state. Additionally, the dependents of OSU employees receive four years of free tuition.

QUALIFICATIONS: Candidates should possess proven leadership and management skills; knowledge of the philosophy and mission of a land-grant university; thorough knowledge of the philosophy and mission of a graduate college; a demonstrated capacity to work effectively with faculty, students, and leaders at OSU and other educational agencies and institutions; evidence of ability to promote research and scholarly activity; and evidence of ability to lead a fundraising campaign and attract and manage external funding. Required qualifications include an earned doctorate, with a record of scholarly achievement in research, teaching and extension that meets qualifications for membership on the Graduate Faculty and tenure in an OSU discipline; a minimum of four years of administrative experience at a comprehensive research university, or the equivalent; and the ability to work and

communicate effectively with all the publics served by the College. In addition to these proven administrative skills, candidates should possess a demonstrated record of promoting ethical behavior and social responsibility, as well as a demonstrated commitment to shared governance, transparency, and academic freedom.

SALARY: Commensurate with qualifications.

BEGINNING DATE: As soon as possible following acceptance of position.

APPLICATION: The Division of Academic Affairs has a strong commitment to the well-being and development of all populations. While applications and nominations will be accepted until a successful candidate has been appointed, interested parties are encouraged to submit their materials by Monday, December 4, 2023, to receive optimal consideration. Nominations and application materials, which should include a letter indicating the applicant's interest, experience and qualifications for the position, and curriculum vitae, must be submitted online at [Jobs.okstate.edu](https://jobs.okstate.edu) **and to:**

Greenwood/Asher & Associates, LLC

Jeremy Duff, Vice President of Executive Search
(JeremyDuff@greenwoodsearch.com | 1.850.650.2277)

Maggie Mayes, Senior Consultant/Recruiter
(MaggieMayes@greenwoodsearch.com | 1.850.869.9993)

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POSITION DESCRIPTION

I. TITLE

Dean, Graduate College, Oklahoma State University

II. AUTHORITY

The Dean reports to the Provost and Senior Vice President on graduate education matters, multidisciplinary program development, and research issues pertinent to graduate study. The Dean also serves as the chief academic, business, and fiscal officer of the Graduate College. The Dean works with the Graduate Faculty, as represented by the Graduate Council, to formulate and implement academic and administrative policies, establish, and oversee the organizational structure of the College, develop and allocate resources of the College, and represent the College in relevant on- and off-campus matters.

While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

III. MAJOR RESPONSIBILITIES

The Dean is responsible for: a) designing and implementing processes to ensure the quality of graduate programs; b) promoting program development and innovation in new multidisciplinary programs and research; c) promoting graduate student involvement in research and technology transfer initiatives; d) promoting quality instruction, research, scholarship, and creative activities; and e) supervising administrative functions related to admission and matriculation for graduate students.

A. Quality of Graduate Programs. Working with the Graduate Council and appropriate college administrators, the Dean is responsible for ensuring quality graduate programs for the University. This includes the following:

1. Develop and apply appropriate criteria for evaluating the quality and viability of existing and proposed graduate programs.
2. Participate in periodic reviews of graduate programs and make appropriate recommendations.
3. Develop and apply appropriate criteria for membership in the Graduate Faculty in conjunction with the Graduate Council.
4. Assist departments and colleges in program modifications as appropriate.

B. Promote Program Development and Delivery

1. Serve as the responsible academic administrator in evaluating proposed new graduate programs, including the assessment of needs, availability of resources, and other criteria as may be required by the Oklahoma State Regents for Higher Education.
2. Facilitate the development and delivery of new and/or modified disciplinary and multidisciplinary programs for which Oklahoma State University can define an appropriate need and which are deemed to have the University resources and commitment for nationally competitive programs.
3. Facilitate the delivery of programs to OSU-Tulsa, Center for Health Sciences and through online education.

C. Promote Instruction, Research, and Extension

1. Serve as the Graduate College representative to deans and other administrators and create an environment conducive to graduate education and research.
2. Promote proposal writing that supports graduate student research and educational opportunities.
3. Develop and implement programs (e.g., awards, symposia, seminars, speakers) to support and enhance graduate student scholarship and research.
4. Assist in developing mentoring programs for faculty and graduate students.

D. Administrative Functions

1. Coordinate activities of Graduate College personnel to ensure timely, accurate, and efficient processing of documents and records related to graduate student admission, academic progress, and graduation.
2. Provide leadership in graduate student recruitment and in facilitating an environment for students that results in improved student success outcomes.
3. Align programs and support services of the Graduate College to support OSU's strategic plan.
4. Monitor and encourage graduate student progress consistent with Catalog policy.
5. Assist in the development and implementation of an appropriate financial aid program for graduate students, including tuition waivers, fellowships, assistantships, programs to support diversity, and need-based grants.

6. Chair the Graduate Council and represent the Graduate College on the Research Council.
 7. Oversee the International Teaching Assistant Evaluation and Training Program.
 8. Oversee the interdisciplinary graduate programs, including Environmental Science, Interdisciplinary Studies, and the master's program in Public Health.
 9. Oversee the 360° Professional Development Program to enhance student success and wellness.
 10. Represent OSU to: a) deans and vice presidents from other institutions to enhance policies relating to graduate education; b) national, regional, and state meetings, including those of the Council of Graduate Schools, the Midwestern Association of Graduate Schools, the Conference of Southern Graduate Schools, and the Big 12 Graduate Deans group; and c) the Oklahoma State Regents for Higher Education on issues related to graduate education, where appropriate.
 11. Serve as a co-advisor to the Graduate and Professional Student Government Association.
- E. Other duties as deemed appropriate by the President or the Provost and Senior Vice President.

IV. QUALIFICATIONS

- A. Willingness to work collegially with the faculty and administration to develop a shared governance system for the College.
- B. Earned doctorate, with an outstanding record of scholarly achievement in research, teaching and extension that meets qualifications for membership on the Graduate Faculty and tenure in an academic department at Oklahoma State University.
- C. Demonstrated leadership abilities, including the abilities to relate to people, to manage funds, to generate resources for use by the College, and to delegate responsibilities and authority.
- D. Minimum of four years of administrative experience at a comprehensive research university, or the equivalent.
- E. Willingness and ability to take responsible risks, innovate, and make decisions in accord with appropriate faculty counsel and sometimes prior to the acquisition of complete information.
- F. Demonstrated ability to communicate effectively.

- G. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, students, alumni and leaders in business, government, and other educational agencies and institutions.

V. PROFESSIONAL DEVELOPMENT

The Dean should pursue a course of action designed to enhance all aspects of professional responsibilities. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journals and for delivery at professional meetings; engagement in independent study, travel, and/or consultation with colleagues in other educational and professional enterprises related to the established mission of the Graduate College.

Approved by the OSU/A&M Board of Regents on September 8, 2023.