

Associate Dean for Graduate Studies Job Description

Employee Supervision

Supervisor of the College of Science Graduate Coordinator and Data Analyst.

Dean's Designee for Academic Due Process and Graduate Policies

Oversee all due process procedures for graduate students including graduate dismissal, academic integrity (4.001), and grade grievances (4.002). Oversee approval of graduate admissions in GradCAS, Form 20/21 GRA requests, graduate recruitment grant requests, Graduate College forms, and Graduate Student Assistant Inventory.

Metric Related Activity: Number of graduate degrees awarded

Work to increase the number of graduate degrees awarded in the college and the percentage awarded in programs of strategic emphasis. This includes facilitating masters along the way degrees, encouraging the development and enrollment in pathways to graduate education such as combined degree programs, overseeing the implementation of new procedures and general monitoring of graduate student progress. Oversee review of Plans of Study for College of Science graduate students.

College Graduate Programs Committee

Serve as ex-officio member of the College Graduate Programs Committee and oversee the committee's selection of a chair and the college representatives to the University Graduate Programs Committee and the University Graduate Council. Advise department representatives on curriculum issues.

College Dean's Representative to the Graduate Dean

Meet with the Graduate Dean and the Graduate College staff to facilitate the delivery of graduate programs. Participate in the development of new university-wide programs. Attend meetings called by the Graduate Dean.

University Graduate Council

Attend University Graduate Council meeting once a month. Represent the College of Science in discussions of new graduate policies and procedures.

University Graduate Programs Committee

Attend University Graduate Programs Committee once a month. Represent all initiatives coming from the College of Science.

Credentialing activity

Oversee appointments and re-appointments of Graduate Faculty. Oversee the credentialing of Graduate Teaching Assistants and adjuncts as first-time instructors of record. Oversee the certification of syllabi each semester by the department chairs including uploads of syllabi to the credentialing wizard and electronic storage of syllabi in the Dean's office.