

# Sam Houston State University Human Resources

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## Staff Classification Description – Dean of Graduate Studies

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**Skill Category:** Administrative

**Position (Employee) Class:** 1M155 (E1)

**Grade:** NC

**Date:** 11/2015

**Department:** Vice President for Academic Affairs

**Educational & Experience Requirement:** Terminal degree in a discipline represented at Sam Houston State University (SHSU). Demonstrated successful experience in academic administration; evidence of scholarly and professional achievement that will merit a tenured faculty appointment at the rank of associate/professor in a department within Sam Houston State University (SHSU). Experience in administration, budget management, personnel management, and strategic planning is expected. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Assumes delegated responsibility for graduate studies, administrative leadership for university-wide accreditation efforts, and related administrative functions as defined by the Provost and Vice President for Academic Affairs.

**Supervision Given & Received:** Works under minimum direction. Reports to the Provost and the Vice President for Academic Affairs. Directly supervises support staff personnel.

**Primary Responsibilities:** Reports to the Provost and Vice President for Academic Affairs. Serves as the senior academic and administrative officer of graduate programs at Sam Houston State University (SHSU). Provides administrative oversight for graduate programs and initiatives across campus, serves as a resource in the development of graduate courses, programs, and degrees and administers selected graduate scholarship programs. Maintains a presence in regional and national professional associations for graduate studies, supports faculty and academic deans in online and distance education graduate programs and exercises fiscal responsibility for the Office of Graduate Studies including graduate student travel and research funds. Participates in academic policy development through membership on the Council of Academic Deans, provides leadership in developing short and long-range plans for graduate education, and communicates activities with reporting agencies. Performs other related duties as assigned.

**Other Specifications:** The ideal candidate will be an outstanding scholar in his or her field with demonstrated experience as a visionary leader in graduate education. The candidate should have experience and understanding of the diversity of academic disciplines; proven skills in academic administration, resource management, and innovative programming; and demonstrated evidence of strong communication and interpersonal skills with an effective track record of working collaboratively with administrators, faculty, staff, and students, and demonstrated ability to communicate clearly and effectively with all constituencies.

The successful candidate will be an individual who values and encourages a diverse range of scholarship and the creative process, someone who has the ability to coordinate multiple programs and initiatives and cultivate an environment of collaboration, one with a demonstrated record of increasing level of leadership responsibility, and a notable record of accomplishment in strategic planning, grantsmanship and/or fundraising, and community and external audience outreach. The candidate should bring to the University a commitment to support online graduate education, an understanding of the role of international students in graduate education, and a goal of enhancing the experience of a diverse student body. Contacts include the President, vice presidents, associate vice presidents, deans, chairs, faculty, staff, Texas Higher Education Coordinating Board staff, The Texas State University System staff, counterparts at other educational institutions, and federal and state officials as required.

This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**