



Vice Provost for Graduate Education and Dean of the Graduate School

Position Overview

Reporting to the Provost and Vice Chancellor for Academic Affairs, the Vice Provost/Dean position will provide leadership in promoting Vanderbilt's graduate education culture by fostering an environment conducive to the highest level of academic success by graduate students. The Vice Provost/Dean will work closely with the academic deans and the Provost's Office to advance the university's vision for graduate education.

The Vice Provost/Dean will oversee the Graduate School in specific focuses of activity:

- serving as key resource for *all students enrolled in programs granting degrees from the Graduate School*, regardless of department/program affiliation, and providing infrastructure and pro-active support that empowers *all individual programs to address specific needs, requirements, and excellence*.

- coordinating and ensuring a range of key common services are available for graduate programs through the Graduate School and different central Provost offices; including the processing of applications, admissions, registration and enrollment actions, as well as awarding degrees, and monitoring and recording academic progress and milestones such as residency, qualifying examinations, candidacy and defense of dissertations.

- ensuring equity and excellence in graduate programs through collaborating on cross-college and strategic efforts directed at both recruiting those with diverse backgrounds and perspectives, and in providing a supportive environment for academic success.

- supporting graduate education through robust, connected communications platforms, and consistent policies and procedures, wherein all can easily access information regarding resources available across the university for career development, mentoring, responsible conduct of research and research integrity, health and wellbeing.

- facilitating graduate program collaborations with the Office of Planning and Institutional Effectiveness for measuring and assessing impact, utilizing databases for tracking and analyzing metrics and defining benchmarks for accountability, and overseeing best implementation practices.

- promoting Vanderbilt's graduate education efforts through representing Vanderbilt in national forums, disseminating best-practice innovations led by Vanderbilt, and working with Development and Alumni Relations and Vanderbilt's federal legislative staff.

Candidates for Vanderbilt's Vice Provost for Graduate Education and Dean of the Graduate School should have a distinguished record as a scholar with significant abilities related to administration. Candidates should have a PhD, and should be a tenured, full professor.

In addition, all candidates should possess the following:

- Outstanding administrative acumen and capability;
- Exceptional personnel management skills;
- Proven leadership capacity;
- An ability to collaborate effectively with the academic Deans served by the Graduate School, the other Vice Provosts and Provost's Office, as well as key stakeholders across campus;
- An unrelenting commitment to diversity in all its forms;
- An ability to communicate and engage effectively with a wide range of constituents;
- Experience serving as a leading administrator for a PhD program; and,
- A deep appreciation for Vanderbilt's culture and mission.