



## Savannah State University Position Description – Dean of Graduate Studies

### ***POSITION DESCRIPTION***

Position Title: Dean of Graduate Studies FLSA Status: Exempt

Reports to: VP for Academic Affairs

Division: Academic Affairs

Date Prepared: 2009

### ***BASIC FUNCTION***

Reporting directly to the Vice President for Academic Affairs, the Dean of Graduate Studies has responsibility for development and administration of graduate programs and directing support staff and graduate students.

### ***NATURE & SCOPE***

In fulfilling the responsibilities of this office, the Dean of Graduate Studies shall develop and implement university and faculty policy on post graduate education; through membership on committees and/or boards, the Dean will make academic decisions involved in the process of examination for higher degrees; take the lead in implementation of policy on postgraduate education.

### ***PRINCIPLE ACCOUNTABILITES***

1. Work with Deans and undergraduate faculty in the development of related faculty policy on post graduate education.
2. Advise on postgraduate admission procedures and interact with students, staff, and faculty.
3. Assist students in accessing appropriate funding opportunities, in consultation with other parts of the university, including the student funding office.
4. Guide decisions relating to postgraduate student progress and take a leading role in monitoring postgraduate student progress at the faculty level.
5. Provide academic advice to postgraduate students referred by departments, and deal with casework on issues involving postgraduate student progress, appeals, individual and group complaints and representations from groups of students about programs and units.
6. Approve extensions and suspensions of study.
7. Oversee the updating of information provided by the faculty for current and prospective postgraduate students.
8. Perform other such duties as designated by the Vice President.



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### ***SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED***

A strategic vision about creating synergy among various parts of the University's academic units with related leadership skills to realize the vision. Organizational skills to execute shared governance and promote collaboration and teamwork within Graduate Studies and throughout the campus. Evidence of effective communication and interpersonal skills, sensitivity to and understanding of academic, socioeconomic, cultural, disability and ethnic backgrounds of a diverse student body. Capacity to communicate with internal and external constituencies; conversant in grantsmanship, sponsored research and fund raising. Demonstrated capacity to build and maintain postgraduate development programming, quality postgraduate services, and effective judicial process. Ability to maintain the highest levels of integrity at all times.

### ***EDUCATION AND EXPERIENCE REQUIRED***

An earned doctorate from an accredited college or University and a distinguished record of scholarship sufficient to meet the standards for appointment at the rank of Associate or Full Professor. The Dean of Graduate Studies will have expertise in one of Savannah State University's major fields of teaching and research (Business Administration, Liberal Arts, Sciences and Technology) and a distinguished record of public service. Experience in graduate school development and competency in strategic planning, leadership, budgeting, and management.