

Sul Ross State University

Position Description

Official Title: Dean of Graduate Studies
Salary Group: Unclassified

Job Code: 1221

Summary

Function: The Dean is the supervisor and coordinator of Graduate Studies.

Scope: The Dean serves as supervisor of the chairs of Graduate Studies

Duties

Essential: The Dean of the College of Graduate Studies is responsible for the administration of the college to include recruiting and hiring of staff, preparing the budget for the college, expending funds budgeted for the operation of the college, and ensuring that expenditures within the college are made in accordance with university policy. The Dean also works to assure the high quality of the graduate programs. Accordingly, the Dean receives graduate theses from each academic college, reviews the theses for conformity to university-established standards for theses, and submits the theses for publication. The Dean works with the Graduate Council to verify the credentials of the Graduate and Associate Graduate faculty and to assure that faculty members meet the standards required of Graduate and Associate Graduate Faculty. The Dean is responsible for facilitating the assessment of each graduate program according to the mandates of the Texas Higher Education Coordinating Board and the accrediting agency. The Dean administers the Master of Arts in Liberal Arts degree, overseeing the completion of degree plans, the formation of graduate committees, and the submission of prospecti and projects required to complete the liberal arts degree. All deans at the university teach one class during each long semester and one class during the summer session.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Executive Vice President

Given: Supervises the chairs of the departments in Graduate Studies

Education

Required: Doctorate or terminal degree

Preferred:

Experience

Required: minimum ten years university teaching experience and three years academic administrative experience.

Preferred:

Equipment/Skills

Required: strong administrative skills, including experience with budgeting and supervision and the ability to work with individuals in diverse academic areas.

Preferred:

Working Conditions

Usual: Monday through Friday 9-6 pm. Teach one course each long semester. Position is Security Sensitive.

Special:

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June 2017