

POSITION DESCRIPTION

Vice Provost for Graduate Education and Dean of the Graduate Division, UC Irvine

SCOPE

Reporting directly to the Provost and Executive Vice Chancellor, the Vice Provost and Graduate Dean serves as the senior academic official responsible for graduate education at UC Irvine. The Vice Provost and Graduate Dean will collaborate closely with the provost, vice provosts and vice chancellors, deans and associate deans, department chairs, directors of interdisciplinary graduate programs, Graduate Council, and other academic leaders across campus and the UC system to manage graduate funding and ensure standards of excellence, fairness, and equity across all graduate programs. The Vice Provost and Graduate Dean will work closely with Associated Graduate Students on issues related to graduate student success and wellbeing. The University is focused on advancing graduate opportunities for talented students of all backgrounds. The Vice Provost and Graduate Dean will be responsible for both graduate education and postdoctoral scholar professional development, with a forward-looking vision of the future of graduate education and 21st century graduate careers.

The Vice Provost and Graduate Dean will provide leadership and oversight in strategic planning, implementation, coordination, review and support of graduate education, and will ensure accountability in all processes and policies related to graduate education. The Vice Provost and Graduate Dean will provide campuswide oversight to promote academic quality and fairness across disciplines, and will oversee graduate admissions, academic progress, student employment, financial support, student affairs, professional development and the granting of doctorate and master's degrees, postdoctoral education and training, and related services. This position will oversee central communications relating to graduate and postdoctoral education, manage fellowship and operations budgets, and set priorities for resource allocation and utilization.

The ideal candidate will be a tenured professor and an accomplished scholar with demonstrated expertise in administering graduate education programs, as well as experience working with colleagues across a wide range of scholarly disciplines, and a strong commitment to the principles of shared governance. Primary qualifications for the position include leadership in fostering academic excellence in a research university; a strong commitment to inclusive excellence, research, teaching, university and public service; a distinguished record of scholarly achievement; a commitment to seeking extramural grants for graduate education/training; and general knowledge of the wide range of disciplines, interests, and constituencies at UC Irvine.

SPECIFIC RESPONSIBILITIES

1. Work collaboratively to create and execute a forward-looking vision for 21st century graduate education.
2. Foster increased communication and collaboration within the unit and across campus.
3. Build and strengthen UC Irvine's diverse and inclusive graduate community.
4. Augment resources that will strengthen and sustain graduate education.

5. Champion graduate student success and wellness.
6. Serve as an ambassador for graduate education at UC Irvine, throughout the UC system, and nationally.

About the Graduate Division

The UC Irvine Graduate Division provides leadership on all graduate education matters, working with global scholars engaged in study, teaching, and research in the pursuit of a graduate degree or postdoctoral training. The Graduate Division enhances the educational experience by engaging and leading on all facets spanning the graduate student life spectrum: student success, academic progress and advocacy, fellowships, funding and financial support, diversity, employment, and wellness and professional development.

UC Irvine combines a steadfast commitment to rigorous academics with cutting-edge research. With more than 100 graduate programs, UC Irvine is a thriving generator of innovation and discovery. Graduate and postdoctoral scholars at UC Irvine are equipped with the tools of analysis, expression, and cultural understanding necessary for leadership in today's world. To learn more, visit: <https://www.grad.uci.edu/>.