Applications and nominations are invited for the position of vice provost and dean of graduate education. The position is a 100 percent time, 12-month academic administrative appointment held concurrently with a University-tenured full-professor position. The expected start date is during spring semester or before the start of fall semester 2016. Terms and conditions are negotiable depending upon prior commitments and responsibilities of the selected candidate.

The vice provost and dean of graduate education is a senior leadership position reporting to the senior vice president for academic affairs and provost. As a member of the provost’s leadership team, the vice provost works in collaboration with faculty and collegiate leadership to set strategic priorities and sustain policies that support academic excellence. This position requires an experienced and visionary faculty member who has both strategic and managerial strengths. The successful candidate should have distinguished academic credentials, a proven commitment to institutional service and collaboration, sound judgment, and excellent administrative skills.

**Responsibilities**
The vice provost and dean of graduate education will be expected to advance the quality, reputation, stature, and goals of research-based graduate education. This person will also be responsible for the effective oversight and administration of the Graduate School. The duties include:

- Developing innovative strategies that support the highest aspirations of colleges and programs;
- Providing administrative oversight of the Graduate School;
- Overseeing planning and the stewardship and management of fiscal, capital, and human resources of the Graduate School;
- Promoting and representing the Graduate School in private and public forums;
- Integrating the Graduate School and its many resources and functions into the broader community – locally, nationally, and globally;
- Playing a leadership role in fundraising for the Graduate School, leading energetic efforts to secure philanthropic support for its mission; and
- Garnering support for the Graduate School from both internal and external stakeholders.

**Qualifications**

- Earned rank of full-professor at the University, with a distinguished record of academic achievement;
- Experience working with graduate students and graduate education;
- Minimum of 3 years of experience as a department head/chair, associate dean, dean, or other academic administrative position;
- Experience as an effective administrator, including supervision of staff;
- Experience with budget oversight;
• Demonstrated ability to work effectively with diverse constituencies, including faculty and graduate students, staff, and other internal and external groups;
• Demonstrated commitment to equity, inclusion, and diversity;
• Effective interpersonal and communication skills, including demonstrated effectiveness at consultation and collaboration;
• Ability to plan, manage, and supervise multiple priorities simultaneously; and
• Demonstrated commitment to fostering and supporting academic excellence.

Application and Nomination

To apply, please send to provost@umn.edu a letter of application indicating your interest in the position and describing how your record meets the stated qualifications. Please include a curriculum vitae and contact information for three professional references.

To nominate a colleague, please submit to provost@umn.edu a letter of nomination and a brief statement of the nominee’s qualifications for the position.

Applications will be reviewed beginning January 15, 2016 and will continue to be accepted until the position is filled. All nominations and applications will be kept confidential and will not be made public without permission of the applicants.

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.