Position Description

Internal University of Minnesota Search

Associate Dean for Graduate Education and Director, Office for Diversity in Graduate Education

The Graduate School | Office of the Executive Vice President and Provost

The Graduate School invites nominations and applications from University of Minnesota faculty for the position of associate dean for graduate education and director of the Office for Diversity in Graduate Education (ODGE). This is a senior-level position reporting directly to the Vice Provost for Graduate Education and Dean of the Graduate School. This position is a 12-month, 50%-time, annually renewable senior academic administrative appointment, with expectation of a three-year tenure. It is held concurrently with a University tenured associate or full professor position. Start date is negotiable between January 2017 and the end of spring semester; terms and conditions are negotiable depending upon prior commitments and responsibilities of the selected candidate.

The associate dean and director will work closely with the vice provost and dean of graduate education and collaborate broadly with faculty and collegiate leaders to advance excellence in graduate education as central to the University’s mission, support student success, and promote and cultivate diversity and inclusion in graduate education as an institutional value and educational priority across the University system. The associate dean and director will oversee some functions in Graduate Student Services, assist strategic planning, provide vision and leadership around diversity issues, and expand and manage initiatives and collaborations to enhance recruitment, professional development, and overall success of underrepresented graduate students.

Responsibilities

Associate Dean

Provide primary managerial support for the vice provost for graduate education and dean of the Graduate School. Oversee and manage functions in Graduate Student Services to advance diversity and inclusion and support the success of underrepresented graduate students. Provide advice and guidance to the vice provost and dean related to budget, programs and initiatives, and strategic planning to support and enhance graduate education.
Responsibilities include:

• Identify opportunities to raise the visibility of Graduate School programs through outreach, cross-departmental collaborations, events, and committee participation, as well as through ongoing interactions with faculty, campus and collegiate leaders, and external constituents and partners.

• Actively represent the Graduate School and advance policies and practices that further the mission of diversity and academic excellence in graduate education.

• Work with various University units to further develop and advance programs and initiatives to enhance graduate education; and improve recruitment, retention and career development policies and practices related to attracting and retaining successful graduate students.

• Provide advice for building faculty-student collaborative research teams, and facilitate collaborative recruitment/student programs between the University of Minnesota and other U.S. and international universities

• Advance the Graduate School’s mission by
  o Representing the vice provost and dean at University and other meetings of selected regional and national organizations focused on graduate education.
  o Contributing scholarly and intellectual expertise and leadership as co-principal investigator on sponsored research projects
  o Serving as liaison to
    o Graduate student groups
    o Faculty Senate
    o Search committees and other University committees
    o Postdoctoral Association

Director, Office of Diversity in Graduate Education (ODGE)

Lead and oversee efforts to advance a suite of diversity strategic initiatives geared toward the recruitment and success of underrepresented graduate students and postdoctoral fellows. Build on initiatives begun by the Office for Equity and Diversity; continue to expand and strengthen collaborations with colleges and departments across the University. Develop and advance strategic vision for ODGE and oversee effective operations of the office of ODGE.

• Establish strategic goals and work plans aligned with the priorities of the Graduate School and University. Recruit, hire and retain a high-quality professional team to support the office’s mission. Provide support and resources to support team success, including conducting annual performance reviews
• Provide intellectual leadership on issues of diversity and excellence in graduate education. Promote awareness and discussion of salient issues in higher education and society to identify best practices and emerging opportunities. Represent the University of Minnesota at local and national conferences/meetings related to diversity in graduate education.

• Work with colleges, graduate associate deans, and directors of graduate studies on strategic development of strategies and initiatives to foster diversity and inclusion in graduate education.

• Facilitate a process to assess graduate education program compliance with federal guidelines related to diversity and inclusion.

• Manage programs within the ODGE, and serve as consultant on special initiatives:
  o Diversity of Views and Experiences (DOVE) Fellowship Program
  o Multicultural Summer Research Opportunity Program
  o Travel Grant Program
  o Integration of diversity objectives across all Graduate School programs and initiatives

• Assist preparation and dissemination of high-quality reports and publications to highlight initiatives and outcomes.

• Oversee all related budgets, in consultation with the vice provost and dean.

• Oversee and participate in other initiatives as need to advance the mission of the Graduate School, and the ODGE.

Qualifications

Required:
• Earned doctorate
• Tenured faculty member at the University of Minnesota
• Demonstrated:
  o Understanding of cross-cultural issues, affirmative action policies and national priorities with respect to diversity; and experience interacting with culturally and ethnically diverse populations
  o Passion for graduate education
  o Interest in and ability to foster and advance a climate that seeks and values diversity and inclusion, transparency, and collaboration across all levels
• administrative experience in developing, implementing and executing programs, activities and services for underrepresented students (preferably at the graduate level)
• evidence of effectiveness in written presentation, including proposals and reports

Preferred:

• Successful administrative experience at a research university
• Demonstrated success in procuring external funding for programmatic initiatives
• Demonstrated success in effective leadership, supervision, and mentorship of a professional team
• Experience successfully building consensus among a large number of diverse colleagues, senior leadership and outside agencies to address and resolve issues.
• Prior experience with budget management/oversight

Application and Nomination

Individuals wishing to nominate tenured professors for this position should submit a letter of nomination and a brief statement of the nominee’s qualifications for the position to: gradsrch@umn.edu.

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

Applications will be reviewed beginning Tuesday, December 6, 2016 and accepted until the position is filled. All nominations and applications will be held confidential and will not be made public without permission of 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.

Unit Description

The Graduate School, which reports to the Executive Vice President and Provost, ensures that students have the resources and support they need to have a successful graduate education experience. In addition to providing a number of academic and professional development opportunities, the Graduate School connects students across colleges through interdisciplinary initiatives, administers fellowships and grants, provides quality oversight of programs, leads initiatives that foster excellence in graduate education, and promotes diversity and inclusivity in the graduate community.
The school’s offices are located on the 3rd floor of Johnston Hall on the East Bank of the Twin Cities campus.

The Office for Diversity in Graduate Education coordinates and leads the Graduate School initiatives in support of the recruitment, funding, retention, and graduation of a diverse student body. In addition, ODGE works closely with other University of Minnesota offices that are concerned with diversity and multiculturalism. The Office for Equity and Diversity in Graduate education has been an innovator in graduate and professional education since 1973. As part of the University’s mission to promote and sustain inclusive excellence in graduate and professional education and to be national leaders in these efforts, the ODGE was recently moved from the Office for Equity and Diversity (OED) to the Graduate School, a structural change that will allow for a more seamless graduate and professional student experience, from recruitment to retention to graduation. OED and the Graduate School will continue to work closely together on issues related to diversity in graduate and professional education.

More information: [https://www.grad.umn.edu](https://www.grad.umn.edu).