**POSITION DESCRIPTION**

*Vice Provost and Dean of Graduate Studies*

The Vice Provost and Dean of the Division of Graduate Studies (VPDGS), reporting to the Campus Provost and Executive Vice Chancellor (CP/EVC), is the chief officer of the division and serves as its executive head, representative, and administrator, and has responsibility for the full range of activities associated with the management and promotion of graduate education and postdoctoral training at UC Santa Cruz. The VPDGS is a leadership position tasked with strengthening graduate education and postdoctoral training. As a member of the academic leadership team working under the direction of the CP/EVC, the Vice Provost and Dean is conversant with all aspects of the campus’s teaching, research, and public service mission and represents and advocates all issues of graduate education and postdoctoral training in campus planning.

UC Santa Cruz graduate enrollment is approximately 1,975, with 152 doctorates and 264 master’s degrees awarded in 2020. UCSC receives approximately 4,700 applications annually for 42 degree-granting graduate programs, of which 32 grant the doctoral degree. The Division of Graduate Studies has a staff of 11, and an operating budget of $1.84 million.

The Vice Provost and Dean is the highest authority within the Division of Graduate Studies with responsibilities that include the following:

**Leadership**

- Provides leadership in all areas of graduate education and postdoctoral training to ensure academic excellence;
- Promotes an outstanding graduate student and postdoctoral scholar community by developing campus graduate enrollment plans consistent with overall campus academic plans while devoting particular attention to the attraction, retention, and graduation of a diverse student body;
- Provides leadership and oversight to campus efforts directed to increase graduate student support and research funding;
- Works with University Relations to strategize, lead, and support graduate-related development efforts;

**Administrative**

- Administers University of California and campus policies, standards, and requirements for graduate study;
- Oversees administration of Postdoctoral Scholars policy;

Revised 11/2020
SANTA CRUZ: OFFICE OF THE CAMPUS PROVOST
AND EXECUTIVE VICE CHANCELLOR

- Analyzes and establishes measures to facilitate progress to degree within discipline-based normative time criteria;
- Establishes administrative and funding mechanisms to strengthen graduate education through cross-departmental, cross-divisional and interdisciplinary graduate training;
- Supervises graduate fellowship allocations, as delegated by the Academic Senate Graduate Council, in coordination with the departments and divisional deans in a manner that supports and promotes programmatic excellence;
- Administers graduate student academic integrity and academic appeal processes;
- Manages and supervises the Division of Graduate Studies office and staff;
- Serves as a member of the Chancellor’s Cabinet, CP/EVC’s Academic Leadership team, the system-wide Council of Graduate Deans, the UCSC Academic Senate Graduate Council and other committees as requested;
- Serves as liaison to the Graduate Student Association, Graduate Student Commons, and the organizations of postdoctoral scholars;

Graduate Program Development

- Advises and supports the Vice Provost for Academic Affairs regarding new graduate program development;
- Coordinates the implementation of newly approved graduate programs;
- Collaborates with Academic Senate Graduate Council to review existing graduate programs to ensure maintenance of the highest standards of excellence;

Graduate Student and Postdoctoral Scholar Support

- Works in coordination with the Vice Chancellor for Student Affairs and Success in the development, maintenance and enhancement of graduate student life programming and services to graduate students;
- Coordinates with deans, vice provosts, and vice chancellors on matters of graduate student and postdoctoral scholars training, curriculum, support, and research;
- Liaises with departmental and divisional staff related to graduate education and postdoctoral training;
- Works with Office of Research to encourage and support faculty applying for extramural funding that supports graduate education and postdoctoral training;
- Collaborates with the Center for Innovations in Teaching and Learning (CITL) on teaching assistant development and graduate teaching programs;
- In conjunction with campus administrative units (including Academic Personnel and Labor Relations) develops, recommends and assists in coordinating implementation of policy that affects graduate students as employees;
- Participates in the campus oversight and coordination of graduate student and postdoctoral labor issues;
**Skills and/or Experience**

Basic qualifications:
- Demonstrated academic administrative leadership (*e.g.*, Department Chair, Institute Director, Associate Dean);
- National or international distinction as a scholar, researcher/practitioner and educator with a record necessary for a position as a tenured full professor at the University of California Santa Cruz.

Preferred qualifications:
- Experience developing, strengthening, fostering graduate education and postdoctoral training;
- Demonstrated ability to communicate effectively with administrators, faculty, students, and staff in an environment of shared governance;
- Demonstrated commitment to diversity, equity and inclusion and understanding of the mission and responsibilities of a public R1 university serving a multi-ethnic state;
- Potential for success in fundraising and securing external support; and
- Ability to cultivate and develop positive relations with internal and external constituents including alumni, members of the community, and businesses, locally and beyond.

The Vice Provost and Dean position is covered by Academic Personnel Policies, including UC system-wide policy APM 240: Deans and UCSC campus-wide policy CAPM 300.240: Academic Deans.

**Special Conditions of Employment**

- Successful background check
- Financial disclosure requirements of the California Reform Act of 1974
- Mandatory trainings as required by the University of California
- Successful appointment to a tenured full professor faculty position at UC Santa Cruz