Position of Dean of Graduate Education for RIT

Final Draft: January 2016

The Dean of Graduate Education at Rochester Institute of Technology directs the operations of the Office of Graduate Education (OGE). In this role, the Dean oversees, develops and implements institutional policies related to the areas of graduate education, graduate student scholarship, the academic quality of graduate programs, faculty recruitment, and graduate student recruitment including: admission, retention, financial aid, diversity, and academic achievement.

While the academic programs and the faculty that teach in them are housed in colleges, schools and institutes, the Dean of Graduate Education works collaboratively with the deans, graduate program directors and faculty to

- Articulate a shared vision for graduate education at RIT;
- Oversee the assessment and review of graduate education to ensure program quality;
- Provide the campus, through data-driven reporting, a financial overview of RIT graduate education, including projecting future need and communicating to the campus national best practice;
- Work with the Graduate Council of the Academic Senate to develop, disseminate and administer RIT graduate education policy;
- Provide leadership with the execution of the graduate education components of the RIT Strategic Plan, which calls for, but is not limited to, increased graduate program enrollments, a greater degree of interdisciplinary graduate level education, additional interdisciplinary Ph.D. programs, a careful balance of research-based and professional degree programs to create a more financially sustainable graduate education enterprise, and an increased level of sponsored research in support of RIT graduate students;
- Lead and manage the Office of Graduate Education, including advocacy for and the management of the Office’s budget, staff, governance and policies;
- Work to ensure that institutional processes affecting graduate education are effective and streamlined; and,
- Ensure that there is a healthy and respectful learning environment for RIT graduate students and ensure students have the resources and opportunities for success; e.g., housing, transportation, healthcare.

While graduate program directors will maintain responsibilities for their own program implementation (including curriculum development, program quality, and faculty hiring, among others), the Dean of Graduate Education will work at an institutional level to support these programs and their successful operations.

To maximize success, it is imperative that the Dean establishes beneficial relationships with faculty, alumni, industry, government agencies and RIT’s various constituents pertaining to graduate education. In particular, the Dean will work closely with the RIT Vice President for Research, supporting the research agenda of the university and staffing the Research and Graduate Education subcommittee for the RIT Board of Trustees.

Other responsibilities include, but are not limited to, providing assistance with the Division of Enrollment Management and Career Services in the recruitment of high quality graduate students,
advancing the mission of RIT graduate education through fund-raising, assisting RIT in achieving its diversity goals, including success with the ADVANCE RIT (NSF grant) project, representing RIT nationally at various events and conferences pertaining to graduate education, and supporting an environment of learning for graduate students. The Dean is expected to provide a number of co-curricular workshops to further enhance the professional learning outcomes of graduate students.

The Dean is a member of the Provost's administrative team and participates in central RIT activities as expected for deans, including weekend events. The Dean is expected to faithfully represent and support central administration initiatives within graduate education at RIT and the Office of Graduate Education, including implementation of the RIT Strategic Plan and support of the key priorities including student success, research, inclusive and global education, academic excellence and faculty and staff success.

The position of Dean of Graduate Education is a 12-month position and reports to the RIT provost.

Qualifications:

1. A terminal degree such as a Ph.D., an M.F.A. (if there is no Ph.D.) or a J.D.

2. A demonstrated record of advising graduate students, maintaining a creative, scholarly or research program, and, preferably, securing sponsored or external support.

3. Experience in fostering an environment that promotes diversity among students, staff and faculty, and a track record of increasing diversity in the workplace.

4. Experience establishing and growing programs, including international programs, and familiarity with accreditation of such programs.

5. Evidence to indicate that the candidate is able to advance RIT’s Ph.D. and master’s programs, and continue to raise the stature of RIT nationally and internationally.

6. A demonstrated ability to work across organizational boundaries, and a demonstrated commitment to the university as a whole.

7. Demonstrated experience in building collaborative relationships with companies, funding agencies and donors.