



## **Call for Applications: Dean of the Graduate School**

Applications are invited from the UNC Charlotte faculty for the position of Dean of the Graduate School. The Dean has primary responsibility for the Graduate School's programmatic, financial, and management operations, including activities and policies that support the University's strategic goals related to graduate enrollment and student success. The anticipated start date is January 1, 2025.

The Dean reports to the Provost and Vice Chancellor for Academic Affairs and works closely with leaders across the university who are responsible for supporting and educating graduate students, including but not limited to other Deans, Associate Deans, Chairs, Program Directors, the Division of Research, and the Division of Business Affairs.

The Dean is responsible for providing leadership for the development, enhancement, and maintenance of Graduate School functions including admissions, financial aid, appointments to the graduate faculty, fundraising, and alumni affairs. The Dean supports the professional development of graduate students through oversight of the Reynolds Center for Graduate Life & Learning, serves as the institutional representative on the system-wide University of North Carolina Graduate Council, and represents UNC Charlotte on the Council of Graduate Schools and Southern Council of Graduate Schools.

Successful candidates should have the following qualifications and professional experiences:

- A full-time tenured Professor at UNC Charlotte with a minimum of eight years of postdoctoral experience in academia;
- Substantive experience with graduate education.

Successful candidates will possess the following knowledge, skills and characteristics:

- Understanding of the critical role that graduate education plays in the implementation of the University's strategic plan, including an understanding of challenges and opportunities related to graduate education and an understanding of the relationship between funded research and graduate education;
- A high level of energy and enthusiasm for the support of graduate students and the faculty and staff who support their success;
- Demonstrated evidence of leadership ability, including setting vision, creating and maintaining team culture, motivating team members, and supporting the professional growth and development of team members;

- Experience in management of resources, budget, and personnel, preferably including both faculty and staff, in a resource constrained environment;
- Excellent listening, oral communication, written communication, and presentation skills;
- Ability to build and develop relationships and trust with individuals across the university;
- Excellent analytical, strategic-thinking, problem-solving, and organizational skills;
- Demonstrated evidence of creative, innovative, and collaborative approaches to problem solving and leading change;
- Awareness, attitude, knowledge, and skills required to engage and include individuals of varying ages, races, ethnicities, backgrounds, identities, and abilities;
- Ability to develop long-range goals and objectives while at the same time managing a high level of detail across multiple shorter-term projects and tasks;
- A high level of ethics and integrity; and
- Ability to work effectively both as a team leader, as a member of a team, and as an individual charged with producing positive results.

Applicants should submit a letter of interest highlighting their qualifications for the role and their vision for graduate education at UNC Charlotte along with their current curriculum vitae.

Applications should be sent to [academicaffairs@charlotte.edu](mailto:academicaffairs@charlotte.edu) by 5:00 p.m. on October 1, 2024.

To nominate a colleague or to ask questions about the role or application process, please reach out to Leslie Zenk, Associate Provost and Chief of Staff in the Office of Academic Affairs, at [lzenk@charlotte.edu](mailto:lzenk@charlotte.edu).