



BOISE STATE UNIVERSITY

DEAN GRADUATE COLLEGE

Boise State University seeks an energetic and creative individual to serve as Dean of the Graduate College and provide administrative, professional, and intellectual leadership for the faculty, students, and staff of the Graduate College.

The graduate dean is the chief academic and administrative officer of the Graduate College and is responsible for institutional oversight of more than 100 distinct graduate curricula at the certificate, master's, and doctoral levels. The graduate dean reports to the Provost and Vice President for Academic Affairs, and works closely with the deans and directors of the colleges and schools, senior administrators responsible for teaching and learning, student affairs, research, e-Campus, compliance, advancement, external accrediting agencies, and representatives of the national and international graduate communities. The graduate dean is a permanent member of the Dean's Council, the Administrative Council, the Graduate Council, and the Executive Enrollment Committee, and serves on ad hoc working groups that require an institutional perspective on graduate endeavors.

The graduate dean provides a vision for the development of graduate education at Boise State University and is an advocate and facilitator for the development of new and existing graduate programs across the full spectrum of disciplines, transdisciplinary collaborations, and delivery platforms. The dean promotes cooperation and communication with and among graduate program coordinators and members of the graduate faculty to solve mutual problems; advises on matters of policy and procedure; and works to resolve disagreements that arise in the university graduate community.

The graduate dean is responsible for all administrative functions of the Graduate College with the goal of achieving excellence in all aspects of the graduate experience. These functions include processes related to graduate recruiting, applications and admissions; academic performance and degree progress; thesis and dissertation writing, editing and processing; and production of the graduate catalog. The graduate dean is responsible for graduate student services and awards programs; administrative services for the Graduate Council; and the policies and procedures that apply to all graduate assistantships and fellowships.

QUALIFICATIONS:

- An outstanding record of progressive achievement in teaching, academic administration, research, and leadership.
- Excellent written/oral communication and interpersonal skills.
- An earned doctorate and credentials appropriate for appointment at the rank of Professor.
- Demonstrated ability and success in working with diverse groups, internal and external to the University.
- Experience in graduate program development, implementation, and administration.
- Demonstrated skills as a successful leader, supervisor, consensus builder and creative problem solver.
- Experience in graduate student recruitment, enrollment management and program marketing.

THE UNIVERSITY: Boise State, with an enrollment exceeding 22,000 students, is a public comprehensive university with an expanding research profile (Carnegie basic classification: doctoral R3). The University offers a range of nationally accredited programs, including 76 master's and nine doctoral programs (Carnegie graduate instructional program classification: research doctoral, STEM dominant). Boise State University is the largest institution in the Idaho system of higher education, consisting of nine colleges and approximately 2,700 faculty and staff (Boise State Homepage: <http://www.boisestate.edu>).

THE BOISE AREA: Boise State University is located in the Treasure Valley, a metropolitan area of over 652,000, at the base of the Rocky Mountains with the Boise River flowing through campus. Boise is the capital city and business, financial, medical and cultural center of Idaho. Numerous state and federal agencies and several multi-national corporations (Micron, Hewlett-Packard, etc.), are located in the city. The area is recognized as one of America's best places to live and work and has emerged as one of the nation's major growth regions in technology-related industry. The moderate climate contributes to an outstanding quality of life with abundant recreational opportunities nearby that include skiing, whitewater rafting, fishing, camping, hiking, and biking.

SALARY: Competitive and commensurate with experience.

EFFECTIVE DATE: Twelve-month appointment to commence July 1, 2016.

NOMINATIONS AND APPLICATIONS: Nominations are encouraged. Completed applications, including a letter of application, complete vitae, current list of references, and other pertinent information, should be mailed to: Graduate Dean Search, Office of the Provost, 1910 University Drive MS1001, Boise State University, Boise, Idaho 83725-1001 or email to provost@boisestate.edu. Screening of applicants will commence **March 15, 2016** and continue until the position is filled.

Background Investigations – Any offer of employment at Boise State University will be contingent upon the successful completion of a criminal background investigation and may require a credit and/or motor vehicle background investigation depending on the position. To view the University's full Background Investigations policy, please go to <http://policy.boisestate.edu>.

Drug-Free Workplace – It is the policy of Boise State University to maintain a drug-free workplace and campus. For more information about this policy, please go to <http://policy.boisestate.edu>.

Jeanne Clery Statement - Notice of Availability of Annual Security and Fire Safety Report

The Boise State University 2014 Annual Security and Fire Safety Report is provided to students, faculty, staff, and the public as part of the University's commitment to safety and security on campus, and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Copies of the report may also be requested through the Campus Security and Police Services located at 2245 University Drive, Boise, Idaho 83706, by calling (208) 426-6911, or sending an email to policeuniversitysecurity@boisestate.edu.

The 2015 Annual Security and Fire Safety Report for Boise State University is now available online at: <http://security.boisestate.edu/wp-content/blogs.dir/1/files/2015/09/2015-Annual-Security-and-Fire-Safety-Report-1.pdf>

The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Boise State; and on public property within, or immediately adjacent to and accessible from the campus. It also includes the annual fire safety report and institutional policies concerning campus security, such as policies for sexual assault, drug and alcohol use, and other matters.

Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference. Please go to <http://hrs.boisestate.edu/resources/eoaa/> for more information.