Dean, Graduate College

Job Code 00000965

General Description
Responsible for providing overall leadership and administration to the Graduate College.

Examples of Duties
Advise the VPAA on matters related to Academic Affairs policies, faculty personnel programs, and academic budgeting policies.
Develop and implement policies and procedures related to the Graduate College operations.
Ensure the accuracy and quality of all publications originating within the Graduate College.
Supervise college, department, and program budgets, and salary review cycle by reviewing, allocating, and authorizing expenditures.
Recommend, approve, and supervise curricular and program development within the college.
Serve as a representative of the college to other colleges and divisions within the University and constituencies outside of Texas State.
Make recommendations on personnel actions.
Supervise and approve degree outlines and degree summaries.
Meet with students, parents, and potential students to encourage and assist them with any issues or problems they may be having within the college or university.
Ensure that appropriate accreditation are received and maintained within college departments and programs.
Ensure college and programs comply with accreditation standards.
Assist in planning new and renovated facilities within college.
Oversee the development and implementation of a strategic plan for the college.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies, of scholarly activities; of college’s scholarly fields of study.

Skill in: providing leadership to college; in working with CAD members and others in effective manner, in interacting with parents, students, faculty, staff, and others; in developing and implementing policies; in providing leadership for the college.

Ability to: understand complex policies and procedures, scholarly journals, correspondence and curricula; to write policies, correspondence, reports, and articles for scholarly journals; to track budgets, descriptive and inferential statistics and other math depending on field of study; to speak to both individuals and groups of people; to ensure effective allocation of resources; to manage diverse groups of faculty and staff; to serve on committees; to raise funds and other resources.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
None.