

Graduate School Dean Search

Vision for Graduate School

Become a robust resource for all graduate students: The Graduate School will serve as a key resource for *all students enrolled in programs granting degrees from the Graduate School*, regardless of department/program affiliation, and provide infrastructure and support that empowers *all individual programs to address specific needs and requirements*. This will require staff effort for welcoming students and directing them to resources, and for “business office” functions including processing travel grants, awards, scholarships, appointments, theses, and graduation planning.

Ensure equity and excellence in graduate education: The Graduate School will ensure equity and excellence in both recruiting those with diverse backgrounds and perspectives, as well as providing a supportive environment for academic success. This includes recruitment and programmatic activities that are cross-college and strategic in nature. (Office of Equity and Excellence)

Offer career development services for today’s market: The Graduate School will provide career development programming and services across the spectrum of disciplines, with an awareness of needs throughout the entire graduate training period. The programming should also be available to postdoctoral trainees. (Office of Career Development and Office of Postdoctoral Affairs)

Promote graduate education at Vanderbilt: The Graduate School can elevate the profile of graduate education at Vanderbilt and raise awareness for our programs by coordinating communications platforms, enhancing excellence through special awards, measuring and assessing impact, tracking and analyzing data in collaboration with VIRG, defining benchmarks, overseeing reviews and best practices implementation, and developing new strategies and incentives for innovation and sustainable graduate student support. (Office of Graduate Education Affairs)

Dean of the Graduate School – Job Description

Reporting to the Office of the Provost, the Dean of the Graduate School is the chief administrator for all graduate programs within the university’s schools and colleges. The Graduate School is the pathway and official school of record for graduate student applications, admissions, registration and enrollment, monitoring and recording of academic progress and milestones (residency, qualifying examinations, candidacy, defense of dissertation), and the awarding of degrees. In addition, the Graduate School Dean oversees offices of diversity, professional development, placement, and postdoc affairs. The dean will also be responsible for implementing the “vision” priorities as outlined above and as identified by the Graduate Education Study Group.

Candidates for Vanderbilt’s Dean of the Graduate School should have a distinguished record as a scholar and teacher, should have a PhD or an equivalent doctorate, and should be a tenured, full professor. In addition all candidates should possess the following:

- A strong, unwavering commitment to excellence in graduate education;
- Leadership skills that will take graduate education to the next level at Vanderbilt;
- Demonstrate a true commitment to teaching and research;
- Administrative acumen and a nimble, inquisitive mind regarding the strategic and financial implications of decisions;
- An ability to communicate and to engage effectively with a wide range of constituents within and outside of the university;



- An unrelenting commitment to diversity in all its forms and an ability/desire to implement new strategies to pursue equity and excellence;
- A strong record of developing or implementing creative career development and professionalization programming for graduate students and post-docs;
- Experience serving as a leading administrator for a PhD program;
- A strong instinct for collaboration and the ability to navigate various administrative environments;
- Intellectual curiosity, innovative spirit, bold thinking, and a willingness to take calculated risks; and
- A deep appreciation for Vanderbilt's culture and a commitment to ensure that the new strategic plan advances both the college and the university's missions of service, learning, and discovery.