



Associate Dean for the Graduate School University of South Carolina

THE GRADUATE SCHOOL: The mission of the Graduate School of the University of South Carolina is to set high academic standards, promote best practices, provide administrative support for graduate programs throughout the University, embrace new and emerging technologies, and assess effectiveness to ensure excellence in graduate education for students and faculty.

The Graduate School is committed to honoring the diversity of communities at the University of South Carolina, to fostering best practices for graduate education for faculty and students based on complimentary ethical responsibilities and behavior, and to setting clear expectations for academic and professional excellence.

THE POSITION: Reporting to the Dean of the Graduate School, the Associate Dean provides academic and administrative leadership. The Associate Dean is expected to lead the School in enhancing its missions of administrative support and fostering a cohesive relationship with all of the graduate colleges and schools. This position will work with the Graduate Council and its committees on policies, procedures and curriculum toward continuing improvement and innovation of graduate programs. The Associate Dean is expected to articulate the mission and vision of the School to both external and internal constituencies, including faculty, staff, students and the university administration, and to manage and develop the School's financial resources.

QUALIFICATIONS: Candidates must be tenured or tenurable at the University of South Carolina; have experience with graduate studies; and have a record as an accomplished scholar or of outstanding leadership achieved in senior level management positions. Candidates should have a capacity for leadership and innovation, a track record of developing resources, a commitment to customer service, and an ability to develop and lead a diverse workforce. Candidates should have the broad intellectual perspective and strong administrative and decision making abilities that are required for effective leadership and management.

STARTING DATE: Position becomes available October 2011.

APPLICATIONS and NOMINATIONS: Candidates are encouraged to submit their materials (letter of application, curriculum vitae, and contact information for at least three professional references) by November 1, 2011, to receive optimal consideration. The search will remain open until the position is filled. Applications and nominations should be sent to Dr. Lacy Ford, Co-chair, Graduate School Associate Dean Search Committee, C/O Ms. Patsy Yarborough, Office of the Provost, 102 Osborne Administration Building, University of South Carolina, Columbia, SC 29208.

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