

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Dean of Graduate Studies and
Associate Vice President for Academic Affairs

EEO CATEGORY: Administrative
JOB NUMBER: 9-3834
STATUS & GRADE: E-NC
DATE: 04/2003

DEPARTMENT: Vice President for Academic Affairs

EDUCATION & EXPERIENCE REQUIREMENTS: Doctorate in a tenurable academic field. Demonstrated leadership and substantive experience as academic administrator at an accredited senior college or university. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Assume delegated responsibility for graduate studies, administrative leadership for university-wide accreditation efforts, and related administrative functions as defined by the Vice President for Academic Affairs.

SUPERVISION GIVEN & RECEIVED: Reports to the Vice President for Academic Affairs. Directly supervises support staff personnel. Has authority over various directors of academic support areas and others as assigned, and the responsibility to provide leadership and supervision.

PRIMARY RESPONSIBILITIES: Serve as member of the Vice President for Academic Affairs' staff, Council of Academic Deans, Academic Policy Council, and chair the University Graduate Council. Coordinate the establishment of standards and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded advanced degrees. Coordinate thesis and dissertation procedures for the University's graduate programs. Serve as a resource in the development of graduate courses, programs, and degrees. Manage the efforts of the academic deans in setting faculty eligibility standards for teaching graduate courses. Interpret graduate school policy and serve as a resource to the graduate programs in the adjudication of admission and academic appeals and exceptions. Prepare documents as required for planning or reporting on graduate activities. Administer selected graduate scholarship programs. Maintain presence in regional and national professional associations for graduate studies. Provide administrative leadership for university-wide accreditation activities. Administer the maintenance and publication of the academic catalogues. Provide administrative leadership for Institutional Research. Perform other related duties as defined by the Vice President for Academic Affairs.

OTHER SPECIFICATIONS: Contact president, vice presidents, associate vice presidents, deans, chairs, faculty, staff, Texas Higher Education Coordinating Board staff, The Texas State University System staff, counterparts at other educational institutions, and federal and state officials as required.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.