

Process to Review GSOE Associate Dean Per Campus Guidance

- 1) Dean reviews duties below with Associate Dean
- 2) Associate Dean writes and submits a self-statement to the Dean. Self-statement is shared with the faculty.
- 3) Dean collects student, staff, and faculty feedback per the criteria listed below
- 4) Dean will summarize non-confidential feedback and share with Associate Dean
- 5) Associate Dean will have an opportunity to comment
- 6) Dean makes re-appointment recommendation to the Provost's office

Duties for GSOE Associate Dean of Graduate Education

- Review student forms/requests *daily* for timely processing including, but not limited to, EDUC 290, 297 and 302 enrollment requests, course substitutions, committee nominations, program plans, faculty advisor change requests, leave of absence/withdrawal requests, change in degree objective, filing fee, half-time status, advancement to candidacy, and timetable to oral/degree completion.
- Serve as point person for enrolled student disputes including, but not limited to, grading, proposal/dissertation feedback, faculty advisor relationship and program concerns.
- Work with the Graduate Program Coordinator to maintain and update department policies and procedures related to academic programs.
- Identify comprehensive/written exam dates for the academic year and oversee exam results letters.
- Facilitate annual nominations to the Graduate Division for Outstanding Teaching Assistant (OTA), Distinguished Teaching Awards (DTA), Graduate Research Mentor Program (GRMP), Dissertation Year Fellowship (DYF), and PI Tuition Discount.
- Serve on Graduate Advisory Committee (GAC) as ex-officio.
- Coordinate with Graduate Program Coordinator to conduct mandatory annual reviews, including student self-evaluations and faculty reviews.
- Attend new student orientation in mid-September for fall admits.
- Process GradESS fellowship modifications on a quarterly/yearly basis, as needed.
- Coordinate with faculty advisors quarterly to discuss students whose GPA falls below 3.0 and/or are not making satisfactory academic progress.
- Facilitate discussions with the Graduate Division and faculty advisors regarding employment exceptions for students above 50%.
- Facilitates recruitment and admissions
- Address student affairs issues with graduate students