



Vice Provost for Graduate Studies & Dean of the Graduate Division

The University of California, Berkeley, invites nominations and applications for the position of Vice Provost for Graduate Studies and Dean of the Graduate Division (VP-GS). We seek a visionary and collaborative leader who will partner with Chancellor Christ and Executive Vice Chancellor & Provost Alivisatos to guide Berkeley in fostering a world-class graduate learning community that is holistic in its commitment to intellectual, professional, and personal development.

THE UNIVERSITY & GRADUATE DIVISION

The University of California, Berkeley is one of the world's premier research and teaching universities and is renowned for excellence and pioneering achievements across all disciplines. Since its founding, Berkeley has earned a reputation for its ability to provide the very highest quality education to a remarkable number of students in a beautiful and vibrant campus setting. Berkeley is singled out regularly for its success in opening its doors to low-income students and for being an engine of upward mobility, rated by both academic studies and industry surveys as the best return on investment in higher education today. The campus is home to more than 30,000 undergraduates, more than 11,500 graduate and professional students, and approximately 1,500 ladder-rank faculty across more than 130 academic departments and 80 research units. The campus is supported by nearly 9,000 talented and diverse staff working across 20 different job categories.

Working closely with academic units, the Graduate Division guides and assists students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. The Graduate Division provides academic, personal, and professional support services that are vital to the everyday well-being and success of Berkeley's master, professional, and doctoral students. As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges and 48 graduate groups. As the administrative arm of the Berkeley Division of the Academic Senate's Graduate Council, the Graduate Division works with the faculty and staff of each program and the deans of each school and college to maintain the exceptional quality of Berkeley's graduate education.

Graduate enrollment exceeds 11,500 students, with ~ 800 doctorates and ~3,300 masters and professional degrees awarded annually. Berkeley receives approximately 41,000 applications annually for 109 degree-granting programs, of which 92 grant the doctoral degree. About 8,500 applicants are admitted, yielding an entering class of about 4,000 annually. For more information about the campus and the Graduate Division, please visit www.berkeley.edu and grad.berkeley.edu.

SCOPE

Berkeley is striving to be as well-known for the quality of its student experience as it is for the excellence of its academic enterprise. Graduate students choose Berkeley because of abundant, accessible opportunities to pursue inquiry, discovery, and creative expression. Embracing Berkeley's core value of [strong shared governance](#), the next Vice Provost for Graduate Studies will assist academic units in developing curricula that will inspire adaptive and creative leaders adept at working across disciplines, and ensure that Berkeley graduate students have the tools and guidance needed to support their thoughtful progression through each stage of their academic career. The VP-GS will leverage past successful work in diversity, equity, and inclusion to promote a campus culture that embodies our [principles of community](#). Our goal is to provide Berkeley doctoral students with the training, mentorship, and financial support needed to become pioneers in the discovery of new knowledge and leaders in a broad range of settings, and to empower Berkeley masters students with the knowledge, skills, and networks to enable lifetimes of accomplishment, leadership, and service.

In the next few years, the academic community at Berkeley will undertake a re-examination of graduate studies. There are growing numbers of masters and professional degree students at Berkeley. Further, the need for professional development experiences for doctoral students is growing. The Vice Provost for Graduate Studies will be tasked with leading a broad and inclusive discussion of the changing needs of graduate students, and helping develop a vision, strategy, and plan for the thriving graduate education environment at Berkeley in the coming years.

Informed by an understanding of best practices and evolving issues in graduate education, the Vice Provost for Graduate Studies provides leadership in all areas of graduate education to ensure academic excellence, and equity and fairness across the different disciplines. The VP-GS establishes and maintains uniform policies and practices and serves as an advocate for graduate education and research, both at Berkeley and with external stakeholders at the UC systemwide, state, and federal levels. In consultation and collaboration with the Graduate Council and other academic leaders, the VP-GS coordinates long-term planning, development of new programs, academic review of graduate degree programs, and integration of graduate education across departments and schools. The VP-GS is also responsible for developing and enforcing campus-wide degree equivalency policies, and for analyzing and establishing programs to facilitate progress to degree within discipline-based normative time criteria.

The VP-GS develops and oversees funding programs for graduate student support across campus, and engages in external fundraising. The VP-GS is also charged, in partnership with other campus leaders, with monitoring and enhancing graduate student welfare in areas such as housing, health care, and student services, and promoting initiatives that enrich the diversity of the graduate student population.

The Vice Provost for Graduate Studies leads the Graduate Division, which has an annual operating budget of about \$7.5 million, and is staffed by two Associate Deans and a staff of approximately 40 FTE. The units in the Graduate Division include Graduate Student Services (combining Admissions, Degrees, Fellowships & Academic Appointments, and Student Life), Graduate Professional Development, Academic Affairs, Development, Research and Planning, the Vice Provost's immediate staff, as well as the Business Operations and Communications units. The VP-GS works closely with the Office for Graduate Diversity, which reports to the Vice Chancellor of Equity and Inclusion, and also with the Ombudsperson for Students & Postdocs, who reports jointly to the Vice Chancellor of Student Affairs.

RESPONSIBILITIES

- In consultation with other academic leaders, coordinate long-term graduate education planning, the development of new programs, and the integration of graduate education across departments and schools.
- Provide leadership in enhancing and supporting graduate student recruitment efforts – attending to the financial support, progress, and welfare of all graduate students, including working with departments and programs to assist them in recruitment and retention of disabled students and those from traditionally underrepresented groups.
- Oversee graduate admissions, assessment of academic progress, graduate student financial support, student affairs, and the granting of higher degrees.
- Oversee graduate student instructor (GSI) appointments and training. Serve as a campus resource in union (UAW) matters relating to GSIs, readers and tutors.
- Oversee programs that provide graduate students with the professional skills needed for a diverse range of careers.
- Oversee the development of useful information about graduate education at Berkeley, and its appropriate distribution on campus and to external constituents – including state and federal agencies.
- Serve *ex officio* as a voting member on the Graduate Council of the Academic Senate to administer its policies, procedures, requirements, and standards for graduate study, including identifying when updates may be warranted. Chair the Graduate Council's Administrative Committee, whose major responsibility is to hear graduate academic appeals. Participate in research into master's and doctoral education at Berkeley and nationally.
- Develop and oversee graduate student support funding programs with overall fiscal and audit accountability for over \$100 million in student financial support.
- Create and champion development efforts to increase funding available for graduate student fellowships and programmatic support across all campus units.
- Work with the Vice Chancellor for Student Affairs, the Vice Chancellor for Equity and Inclusion, and with the campus graduate student association (Graduate Assembly) to provide leadership in reviewing issues and improving conditions related to graduate student life - including housing, mentorship, career development, parenting, and health and welfare.
- Partner with the Vice Chancellor for Equity and Inclusion on initiatives that will actively promote a campus culture of diversity, equity, and inclusion.
- Represent Berkeley at the UC Council of Graduate Deans, the Ivy League Plus group of graduate deans, the AAU Association of Graduate Schools, the Council of Graduate Schools, and other UC and national forums. Serve as a statewide and national advocate for graduate education.

QUALIFICATIONS

Candidates must hold a terminal degree at the time of application and have a distinguished record of scholarship that warrants a tenured faculty appointment at Berkeley with the rank of Professor. Other criteria include:

- A record of substantive higher education administrative experience and imaginative and collaborative leadership

- In-depth knowledge of issues in graduate education nationally, regionally, and an understanding of issues at a Research 1 university
- Expertise in student welfare and past experience in strategic planning, fundraising, and fiscal matters
- Effective work in support of advancing diversity, equity, and inclusion goals within an academic institution
- An understanding of and commitment to Berkeley's culture of shared governance

APPLICATION & NOMINATION PROCESS

All inquiries, nominations, and applications from within and beyond the Berkeley community are invited. To be considered as candidates, applicants must submit a CV and a statement of interest. Please email nominations and inquiries to Dana Jantz at jantz@berkeley.edu.

To apply, please visit this link: <https://aprecruit.berkeley.edu/apply/JPF01960>. Review of candidate materials will begin on Friday, January 4, 2019.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>. This position is a sensitive position and is subject to a criminal background check.