

COLLEGE for Creative STUDIES

Dean of Graduate Studies

Reporting to the Provost, the Dean of Graduate Studies oversees all activities and policies related to the graduate programs. The Dean serves as liaison between the department chairs and the Provost and is a member of the College's leadership team.

Responsibilities of the Dean of Graduate Studies:

- Oversee the Graduate Studies division in alignment with the College's strategic plan
- Enhance the quality, visibility, and reputation of CCS Graduate Studies nationally and internationally
- Supervise the graduate department chairs and administrative staff
- Develop sustainable growth strategy for CCS Graduate Studies
- Expand enrollment in collaboration with department chairs and Admissions Office
- Hire and develop faculty to deliver industry-leading education
- Conduct annual performance evaluations of the graduate chairs
- With the chairs, oversee the annual faculty performance evaluation process
- Encourage and facilitate the development of interdisciplinary offerings among all graduate departments/programs
- Make recommendations to the Provost concerning contract renewals of department chairs and faculty
- Assist department chairs with developing their annual budget submissions
- Monitor academic department budgets
- With the Provost, Dean of Under Graduate Studies and the Precollege and Continuing Studies Director, develop programs to expand summer enrollment
- Collaborate with the Dean of Students and chairs in tracking student retention and developing initiatives to increase retention
- Respond to concerns raised by students and/or faculty, and seek resolution to the issues
- In collaboration with the graduate chairs, lead curriculum development and assessment planning to provide the best and most relevant education to students
- Working with the Associate Provost, ensure compliance with applicable accreditation standards for all academic programs
- Pursue development of new programs in a range of appropriate fields and strengthening education offerings
- Engage faculty, students, staff, and alumni/ae in shaping the culture and student experience in Graduate Studies
- Nurture rich interactions between Graduate and Undergraduate programs
- Working closely with the Institutional Advancement Office, expand collaborative relationships with industry and research partners, as well as individual donors
- Working with Career Services, develop and expand internship and job placement programs
- Participate in various College outreach activities such as visiting speaker events, exhibitions, open houses, portfolio days, the annual Student Exhibition and Commencement
- Represent the College in the city of Detroit and the region
- Perform other duties as requested by the Provost