Vice Provost – Graduate Education and Dean – Graduate Studies

Position Profile
The Opportunity

The University of California, Davis (UC Davis) seeks a visionary and accomplished leader to serve as Vice Provost – Graduate Education and Dean – Graduate Studies (Vice Provost/Dean). This position reports directly to the Provost and Executive Vice Chancellor.

Graduate Studies is responsible for the administration of academic support and funding for more than 4400 graduate students in over 90 graduate programs on the Davis and Sacramento campuses. About 55 of these graduate programs are organized as interdisciplinary and interdepartmental graduate groups, which are a vibrant, distinctive, and indispensable part of the campus culture. The Vice Provost – Graduate Education and Dean – Graduate Studies identifies and recommends individual faculty to be appointed as Chairs of these graduate groups. The Vice Provost/Dean also appoints Graduate Advisers in each graduate program and Chairs of the Designated Emphasis programs. In addition, Graduate Studies is responsible for policies and procedures for the appointment and training of approximately 800 postdoctoral scholars.

The Office of Graduate Studies is a central academic and administrative office that provides all support functions for graduate academic education. Major functional units within the office include Graduate Student Life; Professional Development and Diversity; Admissions and Academic Services; Business and Financial Services; Student Financial Support; and Analysis and Policy. In addition, Graduate Studies oversees the McNair Scholars program and the UC LEADS program, each of which is a separate administrative unit within the office.

Graduate Studies works in collaboration with the Internship and Career Center through a shared staff position that supports graduate students’ and postdoctoral scholars’ professional and career development. In addition, Graduate Studies collaborates with Development and Alumni Relations in overseeing the work of the Director of Development for Graduate Studies.

Organizational Profile

UC Davis Graduate Studies puts students first and foremost, just as the College of Agriculture did in the fall of 1925 when it welcomed its first graduate students – they were 12 in number from UC Berkeley, where they were doing graduate work in various departments. Today, nearly 90 years later, Graduate Studies carries on the UC Davis tradition of welcoming and celebrating exceptional students and their achievements.

The graduate group is a key concept of graduate education at UC Davis. Many graduate programs are organized as interdisciplinary graduate groups, giving students intellectual freedom to transcend disciplines and areas of research. Graduate groups embody the collaborative spirit at UC Davis by bringing together faculty from departments across campus who share common research interests, whether in academic discipline or in area of application.
To take one example, the Biochemistry and Molecular Biology group provides access to more than 133 faculty in over 25 different departments in both basic and applied sciences. Their research and instruction are offered through a variety of departments spanning the Colleges of Letters and Science, Agricultural and Environmental Sciences, the Schools of Medicine and Veterinary Medicine, and the College of Biological Sciences. Here, as in other groups like Community Development, Epidemiology, or Food Science, each student contributes his or her talent and expertise as part of a collaborative team while learning from students and faculty across disciplines.

Graduate Studies at UC Davis represents a diverse and interactive student body from around the world. Known for its state-of-the-art research facilities, productive laboratories, and progressive spirit, UC Davis offers collaborative and interdisciplinary curricula through graduate groups and designated-emphasis options in fields from Classics and Classical Receptions to Human Rights to International and Community Nutrition, bringing students and faculty from different academic disciplines together to address real-world challenges.

The graduate-group concept grew out of a culture of interaction across departmental lines and has helped to shape the distinctive character of the campus. The extensive use of graduate groups as a vehicle for administering graduate academic programs has expanded the scope and strengthened the quality of graduate education at UC Davis. More graduate groups are offered at UC Davis today than at any other campus in the UC system.

UC Davis attracts the brightest and most creative individuals by offering an unparalleled education. Many of its graduates have had major impacts on the nation and world – creating much of California's biotechnology and computer industries; developing research breakthroughs that have led to major medical advances; contributing to and interpreting our literary and artistic heritage; creating the economic and social infrastructure of our communities; and assuming political leadership in California and the nation. Davis’s graduate programs rank highly in the nation, as does the campus as a whole. Davis is a research giant and a global leader in sustainability where students have the opportunity to address real-world challenges.

The mission of the Office of Graduate Studies is to advocate on behalf of graduate students and postdoctoral scholars, to support the faculty and staff engaged in delivering graduate education, and to administer academic and administrative policies affecting graduate students and postdoctoral scholars in ways that foster a culturally and intellectually diverse environment characterized by high academic standards.
About the University

The University of California, Davis is one of the nation’s top public research universities and an integral part of the world’s pre-eminent public university system. It is one of 62 North American universities admitted into the prestigious Association of American Universities.

Founded in 1905 as the University Farm, an extension of UC Berkeley, UC Davis welcomed its first class in 1908. It was formally established as a UC campus by the Regents of the University of California in 1959. Today the campus enrolls approximately 35,000 students (of whom more than 2,400 are international students) in four colleges (Agricultural and Environmental Sciences, Biological Sciences, Engineering, and Letters and Science) and six professional schools (Education, Law, Management, Medicine, Veterinary Medicine and the Betty Irene Moore School of Nursing). UC Davis has earned its stellar reputation due to outstanding students and a breadth of academic programs, global leadership in sustainability, and a commitment to addressing society’s needs through innovative research and public service.

UC Davis consistently ranks in top spots among public research institutions. These rankings reflect the campus’s academic strengths, a strong heritage of international engagement, and a commitment to teaching, research, and public service. UC Davis has been ranked:

- **1st** among national universities in number of faculty papers written in the fields of ecology and the environment, agriculture, entomology, food science and nutrition, and plant and animal sciences (ScienceWatch)
- **Tied for 1st** among research universities (with UC Berkeley and Penn State) as the top producer of U.S. Fulbright Scholars, 2012-13
- **10th** among U.S. universities in the number of international scholars (“Open Doors 2012-13 Report on International Educational Exchange”)
- **7th** among public universities and **27th** among public and private universities (The Best Colleges’ Top 50 Colleges and Universities in America for 2014)
- **9th** among public research universities nationwide and **38th (tie)** among public and private research universities (U.S. News & World Report’s 2015 “Best Colleges”): http://colleges.usnews.rankingsandreviews.com/best-colleges
- **14th** in research funding among U.S. ranked public universities and **22nd** for public and private universities (National Science Foundation 2011 R&D Expenditures)
- **33rd** among the nation’s research universities and **47th** among the world’s research universities (2013 Academic Ranking of World Universities by the Center for World-Class Universities of Shanghai Jiao Tong University)
- **55th** overall among the world’s universities, **19th** for life sciences and **52nd** in engineering and technology (The World University Rankings 2014-15 by Times Higher Education)

Just the Facts:
**UC Davis**

Enrollment (fall 2014):
- 35,415 total students
- 27,728 undergraduate
- 7,687 graduate

Budget:
- Total operating budget: $3.9 billion (FY13-14)
- Endowment: $807 million
- Faculty Members: 2,388
- Colleges: 4
- Professional Schools: 6
Education: [http://www.timeshighereducation.co.uk/world-university-rankings/2014-15/world-ranking](http://www.timeshighereducation.co.uk/world-university-rankings/2014-15/world-ranking)

- **57th** overall among the world's universities ([Center for World University Rankings 2013: http://cwur.org/2014/](http://cwur.org/2014/))

As UC Davis begins its second century, it is poised to become one of the world’s great universities while staying true to its mission to advance the human condition through improving the quality of life for all. Under the stewardship of its Chancellor, UC Davis is guided by a bold vision to drive innovation at the frontiers of learning – drawing upon the University's distinctively comprehensive curriculum and its commitment to and capacity for interdisciplinary research and teaching.

**About Davis**

The City of Davis is a university-oriented city of approximately 64,500. Located in the heart of the Central Valley, close to the state capital and San Francisco Bay Area, Davis is a college town where close relationships between the campus and the local community are valued. It is a university and residential community internationally known for its commitment to environmental awareness. The City’s quality of life and vigorously progressive nature are reflected in its small-town style and many well-known trademarks: a thriving farmers market, city-wide green belts and parks, a strong performing-arts scene, tree preservation, British red double-decker buses (refitted to run on natural gas), bicycle paths, and a record number of bicycles per capita.

**The Role of the Vice Provost – Graduate Education and Dean – Graduate Studies**

The Vice Provost – Graduate Education and Dean – Graduate Studies serves as the administrative leader for the Office of Graduate Studies with primary responsibility for providing leadership in graduate education and postdoctoral-scholar training. The holder of this position:

- Provides leadership for planning and developing graduate programs, both interdisciplinary and departmental; ensures the quality of graduate education; and assists students and postdoctoral scholars in achieving their academic goals. Within this context, the Vice Provost/Dean coordinates and acts on the establishment, disestablishment and monitoring of graduate programs and degrees in consultation with the Graduate Council.
• Oversees the Office of Graduate Studies, which provides central support for graduate student recruitment, admissions, enrollment, financial support, professional development, quality of life matters, retention, and degree completion. Manages the resources of Graduate Studies, including the operating budget and student support funds, to achieve desired objectives of promoting excellence in graduate education. Advises the Provost on resource allocations in support of graduate education.

• Collaborates with the deans of schools, divisions and colleges, the Vice Provost – Undergraduate Education, the Vice Provost – Global Affairs, the Vice Chancellor – Student Affairs, and the Vice Chancellor – Research on matters of common interest. Works with the Graduate Council, the Graduate Student Association, the Postdoctoral Scholars Association, and the Chancellor’s Graduate and Professional Student Advisory Board on issues vital to graduate education and postdoctoral-scholar training. Coordinates with the Graduate Council to develop and implement academic policies for graduate education.

• Advocates for the interests of academic and professional graduate programs on behalf of the Provost, including in the campus accreditation process. Advises the Provost on development and implementation of strategic planning to advance graduate education. Promotes the common interests of academic and professional graduate students through events, organized committees, and workgroups such as the Interdisciplinary Graduate and Professional Student Symposium and the Chancellor’s Graduate and Professional Student Advisory Board. Ensures that graduate education issues are prominent in strategic planning, enrollment management, and campus communications.

• Contributes to campuswide policy and program decisions through membership on the Chancellor’s Cabinet, the Council of Deans and Vice Chancellors, the Council of Deans, the Vice Provosts Group and other committees, councils, and workgroups. Contributes to system-wide policies and activities through the Council of Graduate Deans and other workgroups and task forces.

• Works to secure additional funding for graduate student financial support and programmatic financial support from extramural and private gift sources. Collaborates
with schools and colleges to increase financial support for graduate education throughout the campus.

- Maintains a commitment to enhancing the diversity of the graduate-student and postdoctoral-scholar communities and guides programs to achieve these goals.

Qualifications

The successful candidate for this position must have a terminal degree and a distinguished record as a scholar and educator appropriate for an appointment at the rank of Professor.

Additional qualifications include:

- Record of effective and collaborative leadership in higher education;
- Deep understanding of the issues facing graduate education and postdoctoral training in a research university;
- Strong commitment to academic excellence;
- Demonstrated ability to work effectively with administrators, faculty, staff and students;
- High standard of personal integrity;
- Ability to stimulate innovative graduate degree programs and postdoctoral training;
- Demonstrated commitment to promoting diversity within the graduate-student and postdoctoral-scholar populations.

Salary

The salary is competitive and commensurate with qualifications and experience.

How to Apply

Confidential applications and nominations will be accepted until the position is filled. For best consideration, applications and nominations should be provided by February 10, 2015. A complete application will include a letter describing relevant experiences and interest in the position; current curriculum vitae; and the names of five references with titles, mailing addresses, business/home telephone numbers, and email addresses. Individuals who wish to nominate a candidate should submit a letter of nomination, including the name, position, address, telephone number, and email address of the nominee. Greenwood/Asher & Associates, an executive search firm, is assisting UC Davis in the search. Submission of materials as PDF attachments is strongly encouraged.
Applications and letters of nominations should be submitted to

Jan Greenwood or Betty Turner Asher
Julie Holley, Principal
Greenwood/Asher & Associates, Inc.
42 Business Centre Drive, Suite 206
Miramar Beach, Florida 32550
Phone: 850-650-2277 / Fax: 850-650-2272
Email: jangreenwood@greenwoodsearch.com
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For more information about UC Davis, please visit http://www.ucdavis.edu/
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