



# Indiana State University

**DEAN, COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES  
AND CHIEF RESEARCH OFFICER  
INDIANA STATE UNIVERSITY  
TERRE HAUTE, INDIANA**

**Indiana State University seeks applications and nominations for a forward-thinking and experienced leader to serve as the Dean of the College of Graduate and Professional Studies and Chief Research Officer.**

**About the Position:** The Dean of the College of Graduate and Professional Studies is a senior academic officer within the institution charged with the development and implementation of a vision for Graduate and Professional Studies in collaboration with campus graduate programs located within the colleges. The Dean has university-wide oversight of and strategic planning responsibility for graduate and professional education. The Dean is expected to ensure the vitality and overall quality of the graduate programs, assist the colleges in achieving their graduate educational and academic missions, help faculty grow enrollments and expand programs, coordinate the review of all existing and new graduate programs, administer graduate education policies, and provide administrative oversight of the College of Graduate and Professional Studies. The Dean serves as a communication conduit to the campus on current and emerging trends in graduate education as well as actively fosters inter-disciplinary study and research across academic units offering graduate degrees.

The Dean of the College of Graduate and Professional Studies also serves as the Indiana State University's Chief Research Officer (CRO). The CRO serves as the institution's Authorized Organizational Representative and has the responsibility to advance the research mission of the University. The CRO advises the Provost on matters related to research and scholarly activity, as well as facilitates and coordinates sponsored research activities in collaboration with administrative offices, the faculty, compliance committees, and external entities. The CRO coordinates technology transfer, research compliance and training efforts to address federal and state regulatory requirements associated with sponsored programs. The CRO has direct oversight of the Office of Sponsored Programs.

The College of Graduate and Professional Studies has a staff of six employees, including the Dean. The Director of the Office of Sponsored Programs and the Director of the Center for Global Engagement both report directly to the Dean as well. The Office of Sponsored Programs has a staff of five employees and the Center for Global Engagement has a staff of seven employees.

**About the University:** Founded in 1865 as a state normal school, Indiana State is a research-intensive state-assisted public institution offering degrees through the doctoral level. Indiana State is also classified as an engaged institution by the Carnegie Foundation and has been named to the President's Higher Education Honor Roll for Community Service each year since its creation. The University has also been ranked third in the country among national universities for community service by the Washington Monthly with an overall ranking of 54. The Princeton Review has recognized Indiana State as one of the "Best in the Midwest" for nine years in a row, and Forbes Magazine list of "America's Top 650 Colleges" for two years in a row.

Indiana State's 150-acre beautifully landscaped campus sits in the heart of downtown Terre Haute and is designated as a Tree Campus USA. Working collaboratively with the City of Terre Haute and private entities, the downtown community has undergone significant revitalization in the past 10 years. An arts corridor has been developed and features a growing collection of public art.

The university offers more than 100 undergraduate majors within the Colleges of Arts and Sciences; Business; Education; Nursing, Health, and Human Services; and Technology. More than 90 graduate programs are offered through the College of Graduate and Professional Studies in conjunction with the academic Colleges. Indiana State has one of the most diverse student populations in Indiana. Enrollment has grown significantly in the last few years surpassing 12,000 in fall 2012. The majority of students are from Indiana, but the University also attracts students from throughout the U.S. and has more than 600 international students. There are over 450 full-time faculty members.

Guided by the University's strategic plan, "The Pathway to Success," Indiana State also has experienced an expansion of its commitment to community service, an immersion of experiential learning into all degree programs, the development of eight Unbounded Possibilities centers of excellence, the addition of new degree programs in high-demand fields, unprecedented success in fundraising, and implementation of several measures to increase recruitment and retention of great faculty and staff.

**Responsibilities:** The Dean is responsible for the efficient and effective operation of the College of Graduate and Professional Studies and for the delivery of quality service to graduate students and faculty. Responsibilities in addition to those outlined above include, but are not limited to, the following:

- Assists the other academic units with the maintenance and enhancement of graduate enrollment (i.e., recruitment and retention) as well as promotes graduate education among promising undergraduates;
- Coordinates the review of new and existing graduate programs;
- Collaborates with the Dean of Extended Learning and deans from the colleges to monitor, enhance and explore opportunities for expansion in distance education;
- Works in conjunction with the Graduate Council, develops, manages and administers Graduate and Professional Studies policies and procedures;
- Manages and leads staff in the college and reporting units;
- Develops and manages the budget for Graduate and Professional Studies;
- Supports the fundraising activities of the academic deans related to graduate education;
- Promotes community engagement and outreach efforts at the graduate level;
- Serves as an advocate for Indiana State University with both internal and external constituencies;

- Advances the research and scholarly mission of the University, working collaboratively with related constituency groups;
- Ensures that the campus is fully compliant with all federal and state compliance guidelines in such areas as animal care, human subjects, radiation safety, export regulations and OMB A-21;
- Coordinates technology transfer and intellectual property matters at the University;
- Performs other related duties as requested.

**Required Qualifications:**

- Earned doctorate or other terminal degree;
- Substantial record of teaching at the graduate level, scholarship, publication, and demonstrated evidence of leadership abilities and administrative achievement;
- Demonstrated track record of success in the areas of budget, management and personnel issues;
- Demonstrated commitment to diversity;
- Knowledge and understanding of trends in graduate education, including distance education;
- Familiarity with federal compliance regulation OMB A-21 and OMB A-133;
- Communication and interpersonal skills that engenders trust and which are sufficient to serve as a creative catalyst for interdisciplinary scholarship, research and programs as well as advocate effectively, both internally and externally.

**The Application Process:** The Search Committee invites applications, inquiries, and nominations for this position. Applications should be accompanied by a letter of interest, curriculum vitae, and the names and contact details of at least five professional references. Applications and nominations will be accepted until the position is filled, and review of applications will begin immediately. Interested candidates are encouraged to submit materials prior to October 4, 2013, to the search firm assisting Indiana State University at the following address (electronic submissions required):

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*~ISU is an affirmative action/equal opportunity employer with a strong institutional commitment to the achievement of diversity among its faculty, staff, and students. ~*