The University of Central Florida invites applications and nominations for the position of Vice Provost and Dean, College of Graduate Studies. This position reports to the Provost and Executive Vice President.

The College of Graduate Studies is responsible for providing leadership and vision for graduate education at the university, developing university-wide graduate plans and policies, coordinating graduate activities, distributing tuition support and fellowships to the colleges, facilitating the adoption of new graduate programs, coordinating the recruitment of graduate applicants, facilitating the admission of graduate students to the university, ensuring that academic standards are maintained, and certifying successful completion of graduation requirements and awarding graduate degrees.

The Vice Provost and Dean provides the overall vision and leadership required to fulfill the mission of the college and to achieve university goals in teaching, research, and service. The dean is expected to work with administrators, faculty, and staff members to offer quality academics and provide leadership for developing new degree programs. The Dean serves as a member of both the Provost’s Council and the Deans’ Council.

Strongly preferred qualifications include:

- appointment at the rank of professor in a UCF unit that offers graduate programming
- a distinguished record of sustained scholarship and research
- the creative vision, professional ability, and ethical standards to provide academic leadership and promote graduate education
- the highest academic standards and capacity to stimulate the development of innovative degree programs and delivery systems
- ability to structure and implement an effective recruitment program with an emphasis on outreach to non-traditional and underrepresented students
- skills in fostering strong, collaborative partnerships
- awareness of national and global trends in graduate education and research
- significant administrative experience
- a record of successful interaction with faculty members, staff, and students
- awareness of the opportunities related to multidisciplinary activities
- a commitment to diversity
- ability to articulate the college mission to external communities, including alumni and potential donors
- exceptional communication skills

**Search Process**

Nominations for this position should be sent to Dean Sandra Robinson, Search Chair, College of Education, University of Central Florida, P.O. Box 161250, Orlando, Florida 32816-1250. To apply for this position, please visit [www.jobswithucf.com](http://www.jobswithucf.com) and attach the following: cover letter of interest, a curriculum vitae, and the names and contact information of at least three references. Only electronic submissions sent to this website will be accepted. References will be contacted only for short-listed candidates after notification of the candidates. Preference will be given to nominations and applications received by July 15, 2013.

*UCF is an equal opportunity, affirmative action employer and encourages the candidacies of women, members of racial and ethnic minorities, and persons with disabilities. All searches and documents are subject to the Sunshine and public records laws of the State of Florida.*