



**Associate Vice Provost for Graduate Education
Office of Academic Affairs**

Provost Kate Miller invites nominations and applications from internal candidates to serve as Associate Vice Provost (AVP) for Graduate Education. The selected candidate will serve in developing and guiding a new Office of Graduate Education within Academic Affairs in accordance with current restructuring.

Reporting directly to the Provost, the AVP for Graduate Education provides leadership for graduate education campus-wide. Graduate education on campus contributes to UW's academic credibility, research, outreach and discovery mission, and the quality of undergraduate education. To support the University's mission and strategic plan, the AVP for Graduate Education will guide resource allocations, interdisciplinary programs, and institutional GA teaching needs, and will facilitate graduate program marketing, assessment, enrollment, retention, and academic success. The AVP will also facilitate new strategic graduate degree initiatives and provide guidance and support for graduate faculty mentors and graduate students. Lastly, the AVP facilitates policy development with the Faculty Senate and the Graduate Council.

Essential Duties

- Provide visionary leadership to support excellence in graduate education in accordance with University's strategic plan;
- Serve as a single source of reference for graduate degree information, and train students and faculty to facilitate program success;
- Collaborate with the Faculty Senate's Graduate Council in developing and revising graduate policy and in supporting graduate student appeals, and graduate admissions and hiring;
- Collaborate with the AVP of undergraduate education to ensure teaching capacity campus-wide, especially in support of LIFE and USP teaching needs;
- Collaborate with Financial Aid, Admissions and the Foundation to ensure timely release of fiscal support for graduate students, including awarding of student scholarships and travel grants, URDM and Energy GA RFPs, recruitment funding, and other fiscal support;
- Implement, in collaboration with the Chief Diversity Officer, strategies to enhance diversity within the graduate student body;
- Administer graduate policies in collaboration with the Office of the Registrar and Office of Admissions related to graduate student processes, including committee formation, enrollment, and retention;
- Assist Deans and programs to ensure productivity and timeliness of student degree completion, and to implement graduate program learning assessment and program reviews;

- Develop and revise, in collaboration with the Office of the Registrar, Graduate entries in the University Catalogue;
- Oversee and facilitate electronic processes in proposing, vetting and initiating new graduate degrees, including initiation of interdisciplinary degree programs;
- Collaborate with faculty and staff campus-wide to ensure strong recruitment, and marketing of graduate programs and a national electronic presence of graduate programs to enhance recruitment of strong academic scholars;
- Plan initiatives to increase student professional development, such as graduate award programs, the Graduate Student Network, new Graduate Student Orientations, ESL support for international scholars, and writing workshops;
- Other duties as assigned by the Provost.

Minimum Qualifications

The AVP for Graduate Education must possess an earned doctorate from an accredited institution and demonstrated experience in graduate student education.

Desired Qualifications

In addition, leading candidates will possess:

- Administrative experience in an academic setting and an appreciation for the multiple levels of leadership within an academic institution;
- A distinguished record in graduate student education, recruitment, retention and professional success;
- Exceptional interpersonal and communication skills;
- An understanding of the breadth of graduate degree programs offered at UW, including research, curriculum-driven, clinical, and professional degrees;
- Demonstrated commitment to promoting diversity in graduate education;
- An understanding of national trends and issues in graduate education;
- A commitment to the principles of shared governance.

Required Materials

All interested candidates must complete the on-line application and upload the following as one document: a letter of interest describing relevant experience and a current curriculum vitae. To apply, please visit the Academic Affairs website [AVP Graduate Education](#) and select “Apply Now.”

The Search Committee will begin reviewing applications immediately and will continue to accept nominations and applications until the position is filled; however, ***to ensure full consideration, applicants should submit their application materials by June 19, 2017.***

Nomination letters should include the name, position, and email address of the nominee, and can be emailed to AVPGradEd@uwyo.edu. All nominations and applications will be handled in confidence. Applications will remain confidential until the selection of the finalists, whose names and application materials will be made public. Please direct any questions regarding this position to AVPGradEd@uwyo.edu.

Hiring Statement

The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see www.uwyo.edu/diversity/fairness

We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.

Welcome to Laramie

The University of Wyoming is located in Laramie, a town of 30,000 in the heart of the Rocky Mountain West. Wyoming is investing in its university, helping to make it a leader in academics, research and outreach.

The university has state-of-the-art facilities in many areas and is a cultural center for the state. Located on a high plain between the Laramie and Snowy Range mountain ranges, Laramie has more than 300 days of sunshine a year and is near year-round outdoor activities that include skiing, hiking, camping, bicycling, fishing and climbing.

The community provides the advantages of a major university and a distinctive identity as an important city in a frontier state. Laramie is near many of Colorado's major cities and university communities (Fort Collins: 1 hour; Boulder: 1.5 hours; Denver: 2 hours; Colorado Springs; 4 hours).