

Dean, The Graduate School

The Dean of the Graduate School reports to the Provost. The Dean represents the School on the Leadership Council. Duties shall include the following responsibilities:

- Serve as Chair of the Graduate Admissions Committee, Graduate Faculty, and Graduate Council;
- Develop and approving all off-campus Graduate work, including contract courses;
- Work with the Education department at Converse to process certificate renewals with the State Department of Education;
- Work directly with the Provost and the Director of Institutional Research and Effectiveness to ensure program quality and compliance with all accreditation and other regulatory requirements;
- Maintain familiarity with the standards of SACSCOC and all teacher education and Graduate program specialized accreditors, including the South Carolina State Department of Education and CAEP for teacher education;
- Recruit appropriate and qualified adjunct faculty members for Graduate courses.
- Review the annual evaluations of all Graduate faculty, including adjunct faculty, and ensure that written reviews of adjunct faculty are completed and sent to the Director of Institutional Research and Effectiveness;
- Assist the Office of Enrollment Management in the recruitment of new students;
- Assist the Offices of Enrollment Management and Communications in developing and implementing marketing and advertising for teacher education and Graduate programs.
- Assist Graduate program faculty in advising students and prospective students;
- Teach courses as needed and appropriate;
- Write and submit reports as needed;
- Write, submit, and monitor all grant proposals and reports for teacher education and Graduate programs;
- Attend professional meetings as needed and appropriate; and
- Complete other duties as assigned by the Provost.