VICE PROVOST FOR GRADUATE EDUCATION AND DEAN OF THE GRADUATE SCHOOL
UNIVERSITY MISSION
The mission of Kansas State University is to foster excellent teaching, research and service that develop the highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation and the international community.

THE OPPORTUNITY
This is an extraordinary opportunity for a dynamic, outward-facing, student-focused leader to serve as the inaugural Vice Provost for Graduate Education and Dean of the Graduate School within a public R1, land-grant, university. Kansas State University, serving 22,000 students, is comprised of four campuses and a foundation.

The Vice Provost for Graduate Education and Dean of the Graduate School will assume this newly defined role during an exciting time as the university engages in a new and innovative graduate program and strategic enrollment efforts and ideas. The Vice Provost/Dean will work closely with the president, provost, deans, vice provosts, vice president for research, and other senior leaders to formulate and implement a comprehensive and visionary strategy that engages prospective and current graduate students from Kansas, across the country, and internationally.

As a dynamic leader, the Vice Provost/Dean will ensure the growth, development, quality, and continuation of graduate programs and graduate education at K-State, providing strategic leadership and vision to advance graduate education in directions consistent with university goals and priorities and the evolving role of graduate education in the 21st century. The Vice Provost/Dean will work collaboratively with partners across the four campuses and within nine colleges to develop an integrated, analytically informed, and collaborative approach to graduate program enrollment. This role requires an ability to build K-State’s approaches to graduate programs with a fresh, relevant, and up-to-date perspective.

The Vice Provost for Graduate Education and Dean of the Graduate School provides academic, curricular, policy, research, enrollment, strategic, and administrative leadership on matters related to graduate education at Kansas State University. The Vice Provost/Dean cultivates progressive academic and administrative policies related to graduate education, oversees the operations of the Graduate School, and fosters collaborative relationships with faculty, program coordinators, deans, administrators, students, and stakeholders serving and served by the Graduate School. The Vice Provost/Dean ensures plans, policies, practices, procedures, and programs align with university-wide and college-level strategic directions.

The position reports to the Provost and Executive Vice President and serves on the Deans Council.

Core duties and responsibilities:
Graduate School Leadership
Conceptualizes a strategic and innovative vision for the Graduate School’s future that will motivate the faculty and inspire students. Maintains stewardship over and is a strong advocate for graduate students’ success and excellence, providing direction, support, and oversight for graduate education responsive to the needs of our diverse graduate student body. Has primary responsibility for admission and records, program development and evaluation, and strategic leadership for graduate and postgraduate education at K-State. With oversight of the Graduate School, optimizing financial aid resources, understanding the application of new technologies, setting priorities with finite resources, nurturing staff development, setting performance objectives, evaluating outcomes, and maintaining accountability will be important management functions for this position.

Curricular and Academic Activities
Strengthens existing and nurtures the development of graduate programs, new disciplines, degrees, certificates, other credentials, and interdisciplinary approaches. Develops policies and oversees periodic reviews of graduate programs that ensure the quality of our academic programs are excellent and provide superior experiences to our graduate students. Ensures HLC accreditation standards are met with regard to graduate education. Takes an active role in addressing any HLC findings relative to graduate studies, working with the programs, colleges, departments, and administration. Assists programs in meeting unit-level accreditation standards as needed and monitors and advocates for curricular processes that give due consideration, rigor, and graduate-level input into the maintenance and development of graduate courses and programs.

Enrollment Activities
Provides guidance and leadership in the development and implementation of enrollment management strategies, policies, and practices to foster growth and stability, depending on the needs of the graduate programs of the University. Participates in recruitment activities in ways that add stature and value to the recruitment effort and promote the visibility of university graduate programs. Collaborates with the Division of Communications and Marketing to develop marketing and advertising plans, educational and promotional activities, electronic and print marketing pieces that specifically promote graduate programs, generate interest, and build broad awareness for graduate programs. Works with the Vice Provost for Enrollment Management, graduate programs, graduate
faculty, Graduate School staff, and others to use and sustain best practices to support student recruitment, progression, retention, and career development. Collaborates with the Chief Diversity and Inclusion Officer and other university leaders to promote an inclusive, diverse, and international university graduate community.

**Advancement, Fundraising, Outreach, Grants, and Community Activities**

Serves as a strong and active advocate for graduate students and graduate education at K-State. Builds awareness for graduate education and enhances external relations. Serves as an ambassador for graduate programs and communicates the scholarship, leadership, and research expertise of our graduate faculty. Fosters collaborative relationships across the university, educational entities, businesses, and other organizations. Engages in cultivating and securing funding for all aspects of the graduate education enterprise, working collaboratively with the Provost, deans, the KSU Foundation, and the K-State Alumni Association. Examples include endowed scholarships, professorships, assistantships, and student financial aid. Spearheads extramural funding to establish innovative new graduate programs or collaborations between existing programs.

**Research Activities**

Promotes active collaboration between graduate students and graduate faculty in scholarly and creative endeavors and where appropriate, promotes undergraduate collaboration as well. Secures extramural funding for graduate research and scholarship wherever feasible. Works with the Office of Sponsored Programs to secure funding and support grants and research opportunities for graduate faculty. Monitors, gathers data, analyzes, reports, and shares graduate research and productivity research and scholarship productivity of faculty, students, and staff. Develops policies to promote scholarly productivity via peer-reviewed publications among graduate faculty and graduate students.

**Required Qualifications:**

- Ph.D. or terminal professional degree from an accredited university and qualifications as an accomplished scholar and educator that satisfies the requirements for the rank of professor in one of the university’s academic department.

- Record of success as an academic administrator in higher education with relevant administrative and managerial experience, including development and stewardship of fiscal and human resources, and experience overseeing graduate programs

- Proven leadership with the demonstrated ability to work effectively with university senior leadership, faculty, and students to craft a strategic vision for graduate programs and enrollment management and engage them in implementation

- Strategic and creative planner and outstanding collaborator and relationship builder with strong interpersonal skills

- Demonstrated organizational, problem-solving, management, and decision-making skills

- Deep understanding of the complexities of graduate enrollment management and demonstrated experience with best enrollment practices, including in the areas of domestic and international student recruitment, admissions, and financial aid

- Deep understanding of graduate education trends and efforts nationally and internationally and of the challenges and issues facing higher education

- Excellent oral and written communication skills with a demonstrated ability to articulate matters of complexity and nuance to multiple and varied groups of stakeholders

- Commitment to diversity with demonstrated ability to manage and motivate a diverse professional staff and foster diversity in graduate student and employee recruitment and retention efforts

- Demonstrated dedication to student and faculty services with successful record supporting and advocating for graduate students in a diverse, international student community.
• Proven ability to initiate, lead, and facilitate change; be adaptable with changing conditions; and comfortable with the ambiguity that accompanies a large public university

Preferred Qualifications:
• Demonstrated record of innovation and accomplishment in graduate education at a major research university
• Firm grasp of the opportunities and advantages of a land-grant university and R1 status
• History of grant funding and research innovation
• Data savvy with proven ability to utilize data in the analysis of decision-making and operations and experience implementing new technologies to support operations
• Demonstrated success in external fundraising and philanthropy
The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

DIVERSITY AND INCLUSION
Kansas State University has a long, storied history of embracing diversity and inclusion as a core component of our educational mission. As the nation’s first operational land-grant, K-State has always admitted students without regard to race, gender or creed. Our commitment to meeting the needs and interests of a diverse student body and preparing all constituents for meaningful engagement in an ever changing, diverse world is unwavering. We believe that diversity adds value to the educational fabric of our institution and students are encouraged to capitalize on the learning opportunities that differences can create.

K-State is moving forward. As we continue to move forward with the revision and redeployment of the K-State 2025 Strategic Alignment Plan for Diversity, it is a great time to be a member of the Wildcat Family. In the past 5 years, Kansas State University has been recognized for its commitment to diversity and inclusive excellence. To learn more information about diversity and inclusion at K-State, please visit k-state.edu/diversity-inclusion/.

THE UNIVERSITY
Kansas State University educates nearly 22,000 of tomorrow’s potential leaders and provides some of the best global food systems and biosecurity research in the world. The university is progressing toward its goal of becoming a Top 50 public research university by 2025.

The university has nine academic colleges and offers more than 250 majors and options. The Graduate School offers 73 master’s degrees, 44 doctoral degrees and 43 graduate certificates in multiple disciplines. The Princeton Review recognizes the university as one of the nation’s best colleges and the association of Public and Land-grant Universities designated Kansas State University as an Innovation and Economic Prosperity University.

Commonly referred to as K-State, the university is proud of its welcoming environment and considers all K-Staters family. Our athletic teams, known as the Wildcats, compete in the Big 12 Conference and frequently win titles and championships.
THE COMMUNITY

Situated in the heart of northeast Kansas’ scenic Flint Hills, Manhattan’s 56,000 citizens enjoy a dynamic community with shopping, dining, entertainment and nightlife. Manhattan is affectionately known as the “Little Apple,” a nod to its East Coast namesake, but has a vibrant culture all its own. Here is just a sampling of what residents look forward to year-round:

• Shopping, dining and socializing in Aggieville, a local entertainment district with a fun, energetic vibe.
• A vibrant, revitalized downtown area with fine dining options and local boutiques.
• The Flint Hills Discovery Center, featuring exhibits about the beautiful surrounding region.
• Beautiful outdoor life at Sunset Zoo and The Gardens at Kansas State University.
• Recreation opportunities at the Konza Prairie, Tuttle Creek State Park, Linear Park Trail and more.
• The university’s McCain Performance Series, which hosts acclaimed Broadway musicals, comedians, musicians and other entertainers.
• Exciting Big 12 athletic events (faculty and staff are eligible for discounted tickets).
• Colbert Hills Golf Course, ranked as the top public golf course in Kansas.
• Excellent K-12 education. The local high school ranks among the top 5 percent of U.S. high schools, and the district is home to several Kansas Master Teachers.

To learn more about the Manhattan community, at manhattan.org.
K-STATE, MANHATTAN POINTS OF PRIDE

**TOP 10**
most well-read cities in America (24/7 Wall Street, 2018).

**NO. 3**

**NO. 12**
improving students’ critical thinking skills between their freshmen and senior years (Wall Street Journal, 2017).

**NO. 13**
small community in the U.S. for businesses and careers (Forbes magazine).

**NO. 1**
most beautiful campus in Kansas, according to Travel + Leisure, 2017.

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**$38 MILLION**
awarded in scholarships annually.

**$248 MILLION**
in financial aid awarded annually.

**NO. 1**
choice for Kansas high school seniors.

**NO. 4**

**NO. 6**
Best athletic facilities (Princeton Review, 2019).

**NO. 8**
happiest students (Princeton Review).

**NO. 12**
in students love their college (Princeton Review, 2019).

**$174.2 MILLION**
in philanthropic gifts and commitments (FY 2018).

**NEARLY 22,000**
students, who come from all 50 states and more than 100 countries.

**NO. 1**
best educational value in Kansas (SmartAsset, 2018).
Kansas State University is a land-grant, public research university committed to teaching and learning, research and service to the people of Kansas, the nation and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

- We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- We affirm the value of human diversity and inclusion for community. We stand united against all forms of discrimination.
- We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.
- We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.
- We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.
- We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.
RESEARCH OPPORTUNITIES

As the nation’s first operational land-grant university, Kansas State University is dedicated to research that will better our community, state and world. The university is at the forefront of several crucial research areas, including global food systems. Kansas State University takes great pride in ensuring our faculty members have the tools necessary to make the breakthroughs the world needs. We offer a variety of programs and funding opportunities to secure our researchers’ success.

In part because of the university’s biosecurity research and expertise, Manhattan was chosen as the location for the National Bio and Agro-defense Facility, which is currently under construction adjacent to campus.

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<th>$218.3 MILLION</th>
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<td>in FY 2018 research expenditures</td>
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<td>FOUR USAID</td>
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SEARCH PROCESS

Academic Career and Executive Search (ACES) is assisting Kansas State University. Inquiries, nominations and applications will be treated confidentially. For full consideration, application materials must be received by May 4, 2020.

Applications will be reviewed as they are received and should include a cover letter and curriculum vita.

Please do not email applications. To be viewed by the search firm, you must apply directly at https://acesrch.applicantstack.com/x/detail/a21esjygee27.

Inquiries, nominations and questions should be sent to Jennifer@ACESrch.com.

Applicants must be currently authorized to work in the United States at the time of employment.

Kansas State University is an equal opportunity employer of individuals with disabilities and protected veterans. A pre-employment background check is required.