McNeese State University

**Position:** Dean, Dore School of Graduate Studies  
**Division:** Division of Academic and Student Affairs  
**Reporting Authority:** Provost and Vice President of Academic and Student Affairs

**Position Status:** Full-time, Unclassified

**Qualifications:** Earned doctorate or terminal degree from an accredited institution in a discipline appropriate for the college programs.
- Administrative experience in a higher education setting
- Teaching and scholarly experience supporting eligibility for tenure
- Excellent written, oral, and interpersonal communication skills
- Evidence of successful supervision of professionals
- Proven record of innovativeness and ability to foster teamwork
- Knowledge of accreditation and willingness to uphold standards
- Commitment to fostering a student-centered learning community
- Ability to budget and operate within allocated resources

**Duties and Responsibilities:**

1. Is appointed by the President of the University and the appointment is approved by the Board of Supervision of the University of Louisiana System.

2. Is responsible to the Vice President for Academic and Student Affairs.

3. Explains and implements university policies unique to the school, as determined from recommendations made by the Graduate Council and approved by the Vice President for Academic Affairs and the President.

4. Supervises development of those policies unique to the school.

5. Processes applications for admission or readmission, approves major professors for graduate students, and answers requests for information about the school.

6. Promotes a desirable image for the school and university and seeks to develop continuing good relations between the university and the area which it serves.

7. Approves degree plans, changes of degree programs, course substitution, and theses.

8. Approves examining committees.

9. Approves scheduling of comprehensive examinations for master’s and specialist’s degrees.
10. Serves as Executive Secretary of the Graduate Council and prepares and distributes minutes of council meetings to council members and other appropriate officials.

11. Notifies deans, department heads, and major professors of actions recommended by the Graduate Council and approved by the Vice President for Academic Affairs and the President.

12. Maintains files of statistics concerning enrollment, academic achievement, and degrees awarded in the school.

13. Is responsible for fiscal matters of the school and submitting budget requests to the Vice President for Academic Affairs.


15. Maintains a current list of members of the graduate faculty as approved by the Graduate Council.

16. Other duties as assigned by VPASA.

Revised 3/6/13