



Idaho State University

Position Profile

August 2019

# Dean of the Graduate School

In partnership with Summit Search Solutions, Inc.



## ABOUT IDAHO STATE UNIVERSITY

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences, pharmacy, and business. Its president Kevin Satterlee is bringing vision and excitement to ISU. His administration is one of passion, communication, and transparency for the benefit of not only the university but also its surrounding community. To read more, visit [www.isu.edu](http://www.isu.edu).

ISU, a Carnegie-classified doctoral research and teaching institution founded in 1901, has a low student to teacher ratio of 14:1. As a state leader in the health sciences, ISU offers widespread health services to the community, as well as multiple

Idaho State University, founded in 1901, attracts students and faculty from around the world to its four Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls, and Twin Falls, ISU offers access to high-quality education in more than 250 programs. Over 12,800 students attend ISU. ISU is the state's designated lead institution in health professions.

degrees in more than 50 health-related areas, including nursing, pharmacy, physical therapy, speech pathology, and physician assistant studies. In addition to significant offerings in health sciences, ISU offers a wide array of graduate programs through colleges in business, education, technology, arts and letters, and science and engineering. Education at ISU is filled with real-world experience; the \$2.3 million Career Path Internship program helps aid hundreds of students' career goals by pairing students with paid on- and off-campus internships. In their spare time, students can choose from more than 70 student organizations, enjoy nature through the Outdoor Adventure Center, or drive to Craters of the Moon nature preserve or Yellowstone National Park. The Stephens Performing Arts Center on the ISU campus is nationally ranked as one of the most impressive performance venues on a university campus. It is home to the Idaho State Civic Symphony and is also host to numerous plays, concerts, recitals, and art performances.

As an NCAA Division 1 school, ISU competes in the Big Sky Conference offering robust athletic programs to students such as basketball, cross-country, tennis, track and field, volleyball, softball, football, golf, and soccer. Read more: <https://isubengals.com/>



# UNIVERSITY STRATEGIC GOALS

## GOAL 1 GROW ENROLLMENT

Increase new degree-seeking students by 20% (+497) over the next five years.\*

\* Full-time certificate and undergraduate students and full and part-time graduate students.

### *Operational Strategies*

- Emphasize relationships with high school faculty and advisors within ISU's service regions
- Provide opportunities for faculty/potential student interaction to encourage enrollment
- Communicate with managers and employees at local/regional public and private organizations to identify educational programs that would increase the potential for advancement and support professional development

## GOAL 2 STRENGTHEN RETENTION

Improve undergraduate student retention rates by 5% by 2022.

### *Operational Strategies*

- Increase faculty awareness of their students' academic progress by alerting them when a student is failing so they can work with the students to create strategies for student success
- Increase and market student support services that measurably increase retention
- Develop programs that encourage students to identify potential career paths

## GOAL 3 PROMOTE ISU'S IDENTITY

Over the next five years, promote ISU's unique identity as Idaho's only institution delivering technical certificates through undergraduate, graduate and professional degrees.

### *Operational Strategies*

- Educate internal and external communities of the scope

and benefits of ISU's offerings and research

- Promote ISU as providing an affordable, high-quality education that results in a high return on investment
- Demonstrate to communities the cost-benefits that emphasize what ISU brings to each community through education and research

## GOAL 4 STRENGTHEN COMMUNICATION, TRANSPARENCY, AND INCLUSION

Over the next three years, ISU will continue building relationships within the university, which is fundamental to the accomplishment of all other objectives.

### *Operational Strategies*

- Continue creating consistent opportunities to share ideas and reach mutual understanding
- Where identified, eliminate duplication of effort in business processes, programs, and services
- Use the Institutional Effectiveness and Assessment Council planning and advisory structure to continue increasing inclusiveness, providing information, and obtaining input and feedback from students, faculty, staff, and the community members

## GOAL 5 ENHANCE COMMUNITY PARTNERSHIPS

By 2022, ISU will establish new partnerships within its service regions and statewide program responsibilities to support the resolution of community-oriented, real-world concerns.

### *Operational Strategies*

- Partnerships will encompass a broad variety of relationships including academic to academic, ISU to business, and ISU to non-profit
- Identify and design educational programs that provide a service to the communities that ISU doesn't currently partner with
- Work with communities that have limited services and develop opportunities to create new partnerships



## THE OPPORTUNITY

### Dean of the Graduate School

#### *About the Graduate School*

Idaho State University (ISU) is a growing research institution featuring dynamic research faculty and the largest number of graduate programs in the State of Idaho. ISU offers a wide range of graduate degree programs including 66 masters, and 20 doctoral degrees; 6 graduate certificates; and residency programs in family medicine, dentistry, and pharmacy. Approximately 1,700 of ISU's 12,800 students are graduate students.

The mission of ISU's Graduate School is to promote and support excellence in graduate education. In realizing this mission, the Graduate School acts to recruit, support, retain, and matriculate scholars, researchers, and practitioners educationally empowered as critical thinking citizens and agents of innovation, opportunity, and change. The Graduate School aspires to be a leading driver of high-quality graduate education and is dedicated to the embodiment of academic and creative excellence, resulting in scholars, researchers, and practitioners committed to and capable of continually broadening the scope of academic discourse, discovery, and innovation.

#### *Primary Purpose*

Reporting to the Executive Vice President and Provost, the Dean is a senior academic and administrative officer of the University. The Dean sits on two university-level cabinets: The President's Leadership Council and the Academic Deans Council. The Dean maintains a University-wide perspective, as a key player in the University's graduate academic administration, strategic planning, budget planning, curriculum, facilities, and research. This is a 12-month appointment responsible for the overall leadership and management of graduate programs, cultivating partnerships inside and outside the University, and fostering a culture of access and inclusion that promotes the mission and values of the Graduate School and Idaho State University.



## Key Responsibilities

- Provides oversight for the array of, and quality of, graduate programs at the University.
- Creates and enforces policies supportive of graduate students, graduate faculty, and graduate programs in a Carnegie-classified research institution.
- Ensures that graduate student service throughout the University effectively supports graduate students.
- Has responsibility for the Graduate School Office personnel and budget.
- Participates in University-wide strategic planning and long-term planning.
- Leads Graduate Enrollment Management across all graduate programs.
- Develops relationships with individuals and organizations external to the University to improve graduate student services and support.
- Works with graduate programs with specialized accreditation to ensure that they remain in good standing.
- Chairs the Graduate Faculty Council.
- Oversees the marketing and promotion of graduate programs in collaboration with colleges and the University's division of marketing and communications.
- Serves as a participant in the state-wide council of Graduate School Deans and holds memberships in other Graduate School Dean organizations/associations.
- Partners with entities outside of the University when appropriate to advance the graduate mission of ISU.
- Oversees the academic misconduct appeals process for graduate students.
- Maintains graduate student records and verifies completion of degree requirements.

## Qualifications and Skills

The successful candidate should possess the following qualifications and skills:

- Terminal degree in one's field.
- Demonstrated scholarly and professional achievement sufficient to merit appointment to graduate faculty status at the rank of a tenured associate or tenured full professor in their discipline.
- Minimum of five years of progressive leadership experience in higher education including but not limited to strategic planning, budgeting, personnel administration, and/or enrollment management.
- Demonstrated ability to constructively facilitate teamwork and foster the trust of graduate programs, faculty, staff, and students; commitment to transparency and shared governance.
- Significant experience working directly with graduate students (teaching, mentoring, supervising) and an understanding of the needs in supporting graduate students.
- Knowledge of current higher education trends, challenges, and demands as they may relate to graduate education and scholarly activity at ISU, and of how to advocate for ISU as a graduate institution.
- Demonstrated effectiveness in working in a diverse, multicultural environment and a commitment to increasing diversity and inclusion of faculty, staff, and students.
- An understanding of the support needed for graduate program faculty and departments.
- Experience with graduate programming and curriculum development.
- Demonstrated ability to communicate clearly and effectively with a wide range of constituencies.



# PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; **parties who apply by September 24, 2019 will be given first consideration.** Please submit a PDF version of your complete curriculum vita/resume and a cover letter highlighting your interest in and qualifications for the position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su138>

For more information or to offer recommendations or nominations:

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*Idaho State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.





## POCATELLO AND SOUTHEAST IDAHO

Southeast Idaho is centrally located between Salt Lake City, Utah, and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park, and Jackson, Wyoming. Southeast Idaho is often thought of as an outdoor lover's paradise with something for everyone. The hills and the spectacular northern Rockies around Pocatello are covered with mountain bike trails and provide access to outdoor activities such as camping, fishing, hiking, hunting, skiing, kayaking, and rock climbing.

### **Interesting facts about Pocatello and Idaho:**

(information is taken from <http://www.pocatelloidaho.com/community-info/life-in-pocatello/> and <http://www.pocatello.us/>)

- The city of Pocatello is located in Southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny, and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, the Idaho Museum of Natural History, the Fort Hall Replica, golf courses, a swimming complex, bike and hiking trails, Pocatello Junction, a skate park, and Zoo Idaho.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by nearly 55,000 residents.
- Based on average housing costs, utilities, healthcare, transportation, groceries, and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business, and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:

City of Pocatello Idaho

Visit Pocatello.com

Greater Pocatello Chamber of Commerce

[www.pocatello.us](http://www.pocatello.us)

[www.visitpocatello.com](http://www.visitpocatello.com)

[www.pocatelloidaho.com](http://www.pocatelloidaho.com)