

# Lewis & Clark



POSITION PROFILE

**Dean of the Graduate School of  
Education and Counseling**

**December 2024**

*This search is managed in partnership with Summit Search Solutions, Inc.*



*Lewis & Clark's Graduate School of Education and Counseling invites nominations for, and inquiries and applications from, individuals interested in an impactful leadership opportunity as Dean of the Graduate School. The new Dean will continue the Graduate School's trajectory of growth and its enduring commitment to social justice.*

*The Graduate School offers 9 degree programs, including an EdD, as well as multiple licenses, endorsements, and certificates in education and counseling.*





## ABOUT LEWIS & CLARK

[Lewis & Clark](#) is a private higher education institution with a public conscience and global reach. Lewis & Clark has long embodied a spirit of curiosity and adventure no doubt linked to its location in the Pacific Northwest. The institution's study of and commitment to sustainability and the natural environment is intrinsically linked to its unique place in the world. Its commitment to providing students with international experiences prepares them to be active, responsible, and confident citizens of the world. Its pursuits of innovation and leadership are outgrowths of a desire to venture beyond the status quo. In preparing students to be global citizens, Lewis & Clark helps them develop the tools and habits necessary to engage others with civility and respect. The College's people – its energetic students, distinguished faculty, talented administrators and staff, and outstanding graduates - live committed, purposeful lives.

Lewis & Clark serves approximately 3,500 students in three schools: the [College of Arts and Sciences](#), the [Graduate School of Education and Counseling](#), and the [Law School](#). The combination of outstanding liberal arts programs and top-ranked, high-quality professional programs, along with the College's location in a major city that provides a lab for learning and engagement, makes Lewis & Clark unique. Lewis & Clark is one of the top ten producers of Fulbright scholars in the country and is nationally known for its academic programs, teaching excellence, global engagement, environmental leadership, and strong sense of civic responsibility. Lewis & Clark is located on three adjacent campuses nestled among towering trees and trillium-lined creeks, just six miles from downtown Portland, Oregon. The College's campus is regularly recognized as one of the most beautiful in the country.

Energized by President Robin Holmes-Sullivan and led by a cohesive and talented senior administrative team, the institution's positive momentum is palpable. On October 18, 2024, the Board of Trustees unanimously approved a new strategic imperatives plan and mission statement for Lewis & Clark. [The L&C Advantage: Three Strategic Imperatives for Lewis & Clark's Future](#) is a direction-setting document, the culmination of a collaborative process that began over a year earlier. The imperatives represent the first phase of a strategic plan that aims to leverage and build on the institution's strengths to better meet the needs of students and respond to today's marketplace. To create an institutional identity that sets Lewis & Clark apart from competition, the plan broadly outlines large-scale actions (or "north stars") needed to achieve the mission, suggests where the institution will invest additional resources, and defines where the three schools will work together more closely. As the process continues, each imperative will incorporate the use of best practices and strategies to meet the needs of a diverse student body and community.

## Leadership

Lewis & Clark is governed by a **Board of Trustees** of approximately 30 members. The trustees are elected for overlapping three-year terms by a majority vote of the incumbent Board. Terms expire in the spring and new members are appointed to the Board in May. The Board has responsibility for the general educational, financial, and operating policies of the institution and the duty to pursue the financial and community support necessary to implement those policies.

The **President** appoints and evaluates the performance of key employees of the College, including the three academic deans, six vice presidents, and the dean of equity and inclusion. The president, vice presidents, and deans are members of the Executive Council of the College, which meets regularly in furtherance of the administrative management of the College.

## President Robin Holmes-Sullivan



Robin Holmes-Sullivan, PhD, is Lewis & Clark’s 26th president, and the first female and person of color to serve in this role in the institution’s 156-year history. She took the helm in July 2022, after three years serving as Lewis & Clark’s vice president for student life and dean of students. Holmes-Sullivan has been credited for her pivotal role during the COVID-19 pandemic in devising creative approaches that helped keep students safe and progressing toward their degrees. Her leadership in campus engagement efforts to enhance the student experience at Lewis & Clark contributed to the recent completion of a \$17 million project to renovate the Fowler Student Center. Holmes-Sullivan also played a key role in the development of the new Center for Social Change and Community Involvement in the College of Arts and Sciences.

Holmes-Sullivan recently oversaw the successful conclusion of a comprehensive philanthropic campaign that raised over \$155 million for student scholarships, infrastructure needs, and supported various capital construction projects.

Holmes-Sullivan came to Lewis & Clark in 2019 from the University of California, where she served as vice president for student affairs overseeing the undergraduate admissions process and other student-related issues for the 10-campus, 270,000-student system. Prior to her time at the University of California, Holmes-Sullivan spent 25 years at the University of Oregon, working her way up from a position as a clinical coordinator in the counseling center to become vice president of student life.

Among the key institutional goals that Holmes-Sullivan has articulated:

- Strengthen the commitment of Lewis & Clark to be a community of care that is known for its unwavering service to students regardless of where or how they engage the institution.
- Strengthen Lewis & Clark’s relationships and ties to civic and government leaders and the greater Portland community.
- Excel at telling others about Lewis & Clark’s areas of excellence, persuading the finest students, faculty, and staff to join our ranks.
- Improve our rankings and reputation by retaining a higher percentage of students, improving alumni giving, strengthening recruitment programs, and ensuring we are better known by peers.
- Build on our progress toward meeting our diversity, equity, and inclusion goals and serve as a model for the nation on how to talk through differences.
- Reward and retain our loyal faculty and staff with competitive compensation and open our doors to new and diverse faculty and staff.



### **Distinctive Education**

Lewis & Clark's programs are respected nationwide for their quality and academic rigor. Our academic experience prepares students to be leaders of equitable practices in their chosen fields of education and counseling.

### **Vibrant, Close-knit Community**

Our community is made up of advocates, educators, and innovators. Our tight-knit cohort model means that students build relationships with their peers and help each other develop over time in a small class setting.

### **Job Placement**

Lewis & Clark graduate students transform lives in our communities, classrooms, and beyond. Our school's reputation for producing exceptional teachers, educational leaders, and mental health professionals means that our graduates are highly sought after. In fact, the majority of our students receive a job offer just before or shortly after completing their program.

## **ABOUT THE GRADUATE SCHOOL OF EDUCATION AND COUNSELING**

At Lewis & Clark Graduate School of Education and Counseling (GSEC), mission-driven programs are grounded in social justice, access, and equity. Guided by world-class faculty and leading practitioners, students become agents of change who are ready to transform lives, sustain communities, and create a more just society.

The Graduate School is home to two academic departments and offers degree programs, licensure, endorsements, and certificates in the fields of education and counseling. Continuing education opportunities are available through the Center for Community Engagement.

### **Mission**

The Lewis & Clark Graduate School of Education and Counseling is a community that values the rich diversity of voices and perspectives in a complex world. We reach out to those around us, explore new ideas, and pursue the best practice of education and counseling. We promote open dialogue, inquiry, respect, and social action to enhance the learning of adults and children.

### **A Deep Commitment to Social Justice**

Our social justice mission is more than a talking point—it's fully integrated into nearly every aspect of our programs. From the courses we offer and the texts we assign to the faculty members we hire, we strive to facilitate meaningful conversations around social justice topics and teach students how to incorporate equity into their future professions.

### **Built-In Networks of Support**

Students take classes in rigorous, small-group settings, together with a tight-knit cohort of their peers. This structure provides extensive support during their program, and fosters lifetime friendships and valuable professional networks.

## Learning by Doing

- Student teachers benefit from “bell to bell” placements for a full academic year, working closely with their mentor teacher and eventually taking over all classroom instruction and planning responsibilities prior to graduation.
- Students in the Secondary MAT Program engage in guided instructional rounds twice per year in public schools.
- Advanced therapist-trainees work directly with clients in the Community Counseling Center, gaining experience in culturally and trauma-informed treatment under the supervision of faculty. Students enrolled in L&C mental health clinical programs (MCFT, PMHC, PMHC-A, Art Therapy) also complete year long internships in over 200+ dynamic community mental health placements.
- The School Counseling and School Psychology programs place students in multiple K-12 placements to provide a breadth of experience at various grade levels with increased responsibilities over time.

## Current Grants for GSEC

- [\\$1.5 Million OHA Grant Brings Big Scholarship Opportunities to Graduate Students](#)
- [\\$500,000 in Scholarships Diversify Counseling in Oregon, Advance Culturally Specific and Responsive Mental Health Care](#)
- [Graduate School Named Partner Recipient of \\$8.2 million Grant to Build Equity-Centered Principal Pipeline](#)
- [School Psychology Receives \\$1.1 Million to Increase Multilingual Mental Health Services in Oregon Schools](#)

## GSEC Points of Pride

- The GSEC is home to the only accredited Art Therapy program in Oregon.
- Access to quality programming continues to grow through unique offerings such as a part-time elementary program for school district employees, a hybrid school psychology program for rural practitioners, and a soon to launch multilingual culturally responsive certificate program, which will be one of eight programs nationwide to offer a multilingual specialization.
- The Teacher Pathways Program, a track for CAS undergraduates interested in becoming teachers, has grown to over 100 members with its own Living and Learning Community (LLC). Teacher Pathways offers aspiring teachers early access to field experience, and opportunities to connect with graduate school faculty and MAT students.
- The Marriage, Couple, and Family Therapy program welcomed its largest class ever for the 24/25 academic year.
- The Community Counseling Center, which now serves over 600 clients a year with over 50% of them identifying as BIPOC, includes over 16 treatment rooms and offers telehealth opportunities throughout the state.
  - [A Growing Hub for Mental Health](#)
  - [A New Space for Art Therapy in Portland](#)
  - [Graduate Student Clinicians Offer Trans-Competent Mental Health Care, Address Critical Need in Oregon](#)
- Scholarship funding for graduate students has increased dramatically in recent years. Thanks to two large grants from the Oregon Health Authority, \$1.5 million in scholarship money was awarded to counseling and therapy students in 2023 and 2024 alone, with many of the students receiving awards that covered their tuition in full. [Endowed scholarship funding for graduate students has also grown significantly.](#)
- A gorgeous outdoor space known as The Graduate Commons now links the primary buildings of the graduate campus to one another and anchors the pedestrian spine of Lewis & Clark at its southernmost end.
- [Our student and alumni story page](#) is full of first-person testimonials about why students choose Lewis & Clark.

## GSEC by the Numbers

- **200,000** hours served by graduate students in practicum or internship throughout the greater Portland community.
- Placement opportunities in **20** area school districts. Over **100** clinical-based placement sites.
- **100%** of tenured and tenure track faculty hold a doctoral degree.
- The 24-25 cohort comprises **316** students who range in age from **20 to 69** and come from **20** different states in addition to Oregon.



## THE OPPORTUNITY

### Dean of the Graduate School of Education and Counseling

The Dean of the Graduate School of Education and Counseling (GSEC) is the chief academic officer and administrative head of the School. The Dean is charged with maintaining the Graduate School's academic and administrative integrity and effectiveness. The Dean serves as the academic leader of the faculty, with responsibilities for academic policy, curriculum, faculty recruitment and development, and also oversees the Graduate School departments, administrative offices, and programs. The Dean is responsible for promoting the financial health of the School through strategic planning and budgeting, enrollment management, fund-raising, and effective administration. Additionally, the Dean works actively at the local, regional, and national levels to create academic and professional ties that benefit the School and its graduates. The Dean provides leadership in shaping the School's innovation priorities and programmatic directions, aligning them with the evolving needs of the teaching and counseling professions. This role encompasses strategic planning, collaboration, and resource allocation, all undertaken with an eye toward sustainability and future success.

The Dean reports to the President, serves as a strategic thought partner on the Executive Council, and provides leadership in all aspects of the operation of the Graduate School, leading the Graduate School to fulfill its commitment to academic excellence, with additional focus on fundraising efforts, alumni relations, personnel, and community outreach. The Dean is responsible for the operation of the Graduate School, subject to the authority of the President.

#### Responsibilities

##### Leadership and Management (60% of the time)

- Oversee and guide the development, implementation, and evaluation of short-term tactical and long-term strategic planning, ensuring the compatibility of these plans with the mission and objectives of the Graduate School and Lewis & Clark. The Dean's responsibilities span the range of Graduate School operations, including: academic programs and policies; program development and innovation; faculty and staff evaluation; budgeting; facilities; and administrative services.
- Plan, monitor, and implement the Graduate School's budget. Ensure budget goals are met on an annual basis. This process includes the management of enrollment, faculty and exempt compensation, other personnel expenses, operating expenses, and non-discretionary institutional assessments.
- Prepare an annual budget for submission to the President, College CFO and Finance Committee of the Board of Trustees.
- Identify and manage the Graduate School's response to emerging academic trends and opportunities. Lead the development of appropriate program responses to ensure that curriculum and related resources are current, relevant, and meet the needs of students entering the professions that the Graduate School serves. Develop new programs where opportunities emerge to expand the Graduate School's impact and sustainability.

- Oversee the performance evaluation process for tenure-track and clinical faculty. This includes the promotion and tenure process for tenure track faculty, the promotion process for clinical faculty, and other annual/periodic evaluations.
- Manage and work collaboratively with the senior administrative offices of the Graduate School, including: Admissions; Career, Licensing, and Accreditation; the Center for Community Engagement; Communications; the Community Counseling Center; Finance & Operations; Registrar; Research & Assessment; and Strategic Partnerships and Placement.
- Provide and support leadership opportunities for staff across the Graduate School, including professional development, opportunities for advancement, and a collegial management approach. Responsibilities include: the selection, training, supervision, support, and performance evaluation of Graduate School staff.
- Sustain and expand the social justice, equity, and access mission of the Graduate School through its administrative policies and processes, academic program development, and the hiring and mentoring of faculty and staff. Encourage and build a community of mutual trust, respect, and collaboration among employees and community partners.
- Oversee the senior administrators of the Graduate School including the Associate Dean and Department/Program Chairs.
- Support accreditation, regulatory, and licensure requirements for graduate school programs, ensuring compliance with standards and national recognition of programs, where available.
- Ensure that established policies, best practices, and ethical principles are followed in the resolution of student, faculty, and staff conflicts and/or complaints.

#### **Community engagement and fundraising (20% of the time)**

- Oversee fundraising, alumni relations, the Graduate School Advisory Board, and community outreach for the Graduate School.
- Achieve annual fundraising targets for the Graduate School as established by the President.
- Working closely with Institutional Advancement, identify and execute fundraising opportunities that will support the mission and programs of the Graduate School and the institution.
- Develop and maintain strong external relationships with other academic institutions, businesses, nonprofits, and governmental entities in order to promote the effectiveness of Graduate School operations, grow recognition of its achievements, and expand the impact of programming to meet key challenges locally, regionally, and nationally.
- Advocate for the professions within the Graduate School at both the local, state, and national levels.
- Represent the Graduate School at community-based events, civic organizations, legislative bodies, commissions, and other opportunities to promote awareness of its mission.

#### **Executive leadership for the institution (20% of the time)**

- Participate in the executive leadership functions of the institution, principally through service on the President's Executive Council.
- The Executive Council, which is the President's cabinet, includes all of the vice presidents and deans and provides guidance, leadership and strategy to help ensure the overall success of the institution.
- Work collaboratively with the Dean of College of Arts and Sciences, Dean of the Law School, and Dean of Equity and Inclusion to foster institutional collaboration through the exchange of ideas, information, and resources; strengthen collaboration and develop opportunities between and among the three schools.
- Attend and participate in meetings of the institution's Board of Trustees, particularly the Academic Affairs Committee, and cultivate and maintain strong relationships with members of the board.



## Qualifications

### Minimum Qualifications

- Doctoral degree in an academic field consistent with the professional preparation programs offered by the Graduate School.
- 3+ years of experience in a senior leadership position managing graduate-level professional preparation programs in education, counseling/therapy/school psychology and/or related fields.
- Experience in mission-focused leadership related to social justice, equity, and inclusion.
- Tenurable as a faculty member at the Graduate School of Education and Counseling.
- Demonstrated success in budget management and resource development.
- Demonstrated success in program development, curriculum management, and strategic planning.
- Demonstrated ability to collaborate with diverse constituencies.
- Experience related to fundraising and community engagement.
- Record of significant scholarly research, evidence of sustained excellence in teaching and supervising students in education and/or counseling/psychology or a related field.
- Evidence of extensive independent and broad decision-making ability; comfortable with making decisions related to financial impact on revenue, enrollment targets, costs, budgetary outcomes, and/or assets.
- Ability to build and maintain excellent rapport with students, faculty, staff, alumni, Board of Trustees and the Graduate School Advisory Board.
- Commitment to promoting equity, diversity, and inclusion in the workplace.
- Ability to handle significant administrative workload.
- Advanced understanding of the financial and business aspects of the School in order to ensure sustainability and increase resources; ability to prepare, analyze, and present budgetary material effectively across multiple stakeholder groups.
- Strong public speaking and writing skills.
- Exceptional organizational skills and meticulous attention to detail.
- Demonstrated success in working with others, participating and collaborating, conflict management, relationship building, ensuring alignment, operating as a team player, and enhancing team effectiveness.

### Preferred Qualifications

- 5+ years of relevant experience.
- Relevant administrative experience at a commensurate graduate school (i.e., previous deanship, associate or assistant dean).
- Outstanding achievement in teaching and supervising graduate students.
- A record of effective outreach and advocacy to build public support for the institution's mission.





## TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **February 7, 2025** will be given first consideration. Please submit a PDF version of your CV/resume and a letter of interest explaining your suitability for this position. To apply online, go to <https://theapplicantmanager.com/jobs?pos=su439>

### For more information or to offer recommendations:

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*Lewis & Clark explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent legally possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.*



## ABOUT PORTLAND, OREGON

Big-city excitement and small-town charm make Portland one of the most popular cities on the West Coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park, and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the International Rose Test Garden and a Japanese garden. Portland's Forest Park, over 5,000 acres, is the largest city park in the U.S. with nearly 80 miles of walking trails.



**Portland's best view of Mount Hood is in Lewis & Clark's backyard. The serene, Pacific Northwest beauty of the campus makes it hard to believe that vibrant downtown Portland and many interesting neighborhoods are only a few miles away.**

*To learn more about Portland and its surrounding areas:*

[Information about Portland](#)

[Portland Regional Chamber of Commerce](#)

[City of Portland](#)

