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Vice-Provost and Dean of Graduate Studies

Call for applications – due April 4, 2022 to provostea@mcmaster.ca

Graduate students are an integral part of McMaster University and developing programs that support their success as learners, instructors and in research will be key in the comprehensive strategy developed by the Vice-Provost and Dean of Graduate Studies.

McMaster is seeking applications from internal candidates for the position of Vice-Provost and Dean of Graduate Studies. The ideal candidate will foster innovation, lead the expansion of interdisciplinary offerings, work and career opportunities, and enhance the recruitment of graduate students, including international students.

The appointment is for an initial five-year term (anticipated start date July 1, 2022) on the recommendation of the Senate approved Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, with the possibility of reappointment for a further five-year term. Candidates must be full-time at McMaster at the rank of Full Professor, have a strong record of accomplishment in teaching and research, together with demonstrated academic and administrative leadership in a decentralized university environment. This role works closely with stakeholders across campus to ensure resources are available to deliver high quality education, student experience and research across the entire institution.

The Vice-Provost and Dean of Graduate Studies is a senior academic administrator with university-wide responsibilities primarily related to graduate education. The position has responsibility for matters related to the execution of the University's priorities in graduate education, especially in the development and implementation of a plan to meet graduate enrollment targets and strategic leadership in the development of new graduate initiatives.

The Vice-Provost and Dean of Graduate Studies participates in the recruitment of tenure-track faculty and participates as a voting member on all tenure and promotion cases. The position also represents University interests in academic planning exercises in bodies such as the University Planning Committee, works in conjunction with the Vice-President University Advancement on fundraising opportunities, and ensures that the Graduate School's perspective on Teaching Assistants is represented on the University's bargaining team in collective agreement negotiations.

The Vice-Provost and Dean of Graduate Studies champions the role of graduate studies in all academic planning exercises, encourages and guides the development of new graduate programs, leads strategic planning initiatives, oversees all graduate program reviews and the development of internal processes for quality appraisal, and promotes a holistic view of the graduate student experience that includes student life and career preparation as well as programs of study.

The position also oversees the formal contacts with all external organizations dealing with graduate studies, including governmental bodies, professional societies, granting agencies, businesses interested in graduate student support, and represents the University at COU's Ontario College of Graduate Studies. The Vice-Provost and Dean of Graduate Studies also leads in establishing policies to govern connections between graduate students and funding agencies, and ensures a distribution of funds for graduate support that promotes quality education and research in alignment with institutional goals.

The Vice-Provost and Dean of Graduate Studies administers the functions of the School of Graduate Studies including recruitment, retention, and fiscal management. The position also ensures that that all PhD dissertation oral examinations are conducted appropriately and approves the nomination of external examiners for PhD theses.

The Vice-Provost and Dean of Graduate Studies reports directly to the Provost and Vice-President (Academic) and works in close association with the Deputy Provost and Faculty Deans to coordinate McMaster's goals related to graduate studies. The Associate Deans (Graduate Studies), the Associate Registrar and Graduate Secretary, the Executive Assistant to the Vice-Provost and Dean / Manager Graduate Student Resources, and the Manager, Finance and Administration report to the Vice-Provost and Dean of Graduate Studies.

How to Apply: Interested individuals should forward a letter of intent and their current curriculum vitae to provostea@mcmaster.ca. The deadline for receipt of these materials is April 4, 2022, after which time the committee will begin to consider applications.

McMaster University regards diversity as an integral part of academic excellence and is committed to employment equity and accessibility for all employees. As such, we encourage applications from women, Indigenous (First Nations, Métis and Inuit) peoples, persons with disabilities, members of diverse gender identities, and others who may contribute to the further diversification of ideas.