

March 11, 2019

Dear Graduate School Dean Search Committee Members:

I appreciate your willingness to serve on the search committee for the position of the Dean of the Graduate School and Vice Provost for Graduate Affairs. Graduate education is central to CU Boulder's mission as a comprehensive public teaching and research institution, and graduate students contribute substantially to this mission as teachers, researchers, artists, performers, and so much more. Your task is thus of critical importance to the future of the Graduate School and to our university.

I know that each of you will carry out your search responsibilities and my charge to you with the highest standards of professionalism and integrity.

The Dean of the Graduate School is appointed by the Senior Vice Provost for Academic Resource Management, in consultation with and approval by the Provost and the Chancellor. The Dean reports to the Senior Vice Provost for Academic Resource Management and is the chief academic and administrative officer of the Graduate School. In collaboration with Graduate School staff, shared governance representatives, and faculty, staff, and students in over 130 graduate programs, the Dean works to articulate and achieve the School's and the University's strategic mission and goals, with the aim of providing the highest quality graduate education experience to our students. We are thus seeking an individual with exceptional leadership qualities who will:

- Further graduate academic excellence across CU Boulder's schools and colleges;
- Provide strategic planning, development, and vision for graduate and professional programs at CU Boulder;
- Promote graduate and professional education at local, state, national, and international levels;
- Represent the interests of CU Boulder's graduate and professional programs with the State of Colorado, the federal government, federal labs, industry partners, and the broader community.
- Facilitate the development and enhancement of academic and professional training programs that meet the needs of CU Boulder graduate students;
- Work to ensure that the Graduate School and CU Boulder graduate education programs are on a sustainable path for the future as the national landscape for graduate education rapidly changes;
- Work in collaboration with the academic units to develop recruitment strategies to attract and retain a highly competitive and diverse graduate student body across the full array of disciplines that offer graduate degrees on the Boulder campus;
-

- Engage alumni, donors, and external partners to support ongoing and future graduate

***Only the chairperson of the search committee is authorized to comment publicly on the search process, and the chairperson will be the official spokesperson for the search committee to the campus, the CU graduate education community, and off-campus constituencies, including the media.***

The committee will conclude the search in a timely fashion.

The chairperson shall keep me apprised of the progress of the search.

If the group of candidates recommended for interviews is not diverse, the chairperson will relate to me in writing why this is so, and whether the search should proceed without a diverse pool of finalists.

### **Responsibilities of the search committee**

The search committee shall:

- thoroughly review the credentials, letter of interest, and vita/resume of each applicant and discuss the applicant's qualifications;
- adhere to campus processes and best practices for conducting an inclusive and compliant search;
- forward to me recommendations of at least two qualified candidates for the position no later than April 15;
- organize interviews for the finalists under the direction of the committee chair and the assistance of designated staff;
- collect feedback from individuals of the various constituent groups after interviews have occurred;
- provide me with an assessment of the relative strengths and limitations of each interviewed finalist;
- meet with me to discuss the committee's recommendations and insights;
- assist our new Dean in making an effective and welcoming transition to the CU Boulder Graduate School.

I look forward to working with you on this very important process. Again, thank you for agreeing to serve.

Sincerely,



Ann Schmiesing, PhD  
Senior Vice Provost for Academic Resource Management  
Professor of German