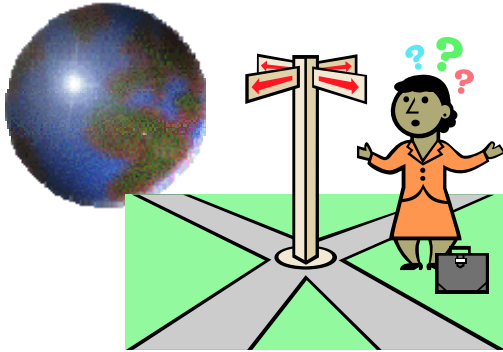




Administration & Organization

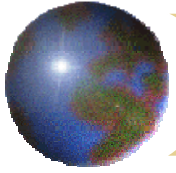


Masters Focused Universities
(where the few [or one] do it all)

Dr. Robert Bolla, Assoc. Provost Research & Dean Graduate
School: Bradley University

7/12/08

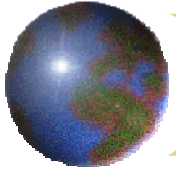
new deans workshop



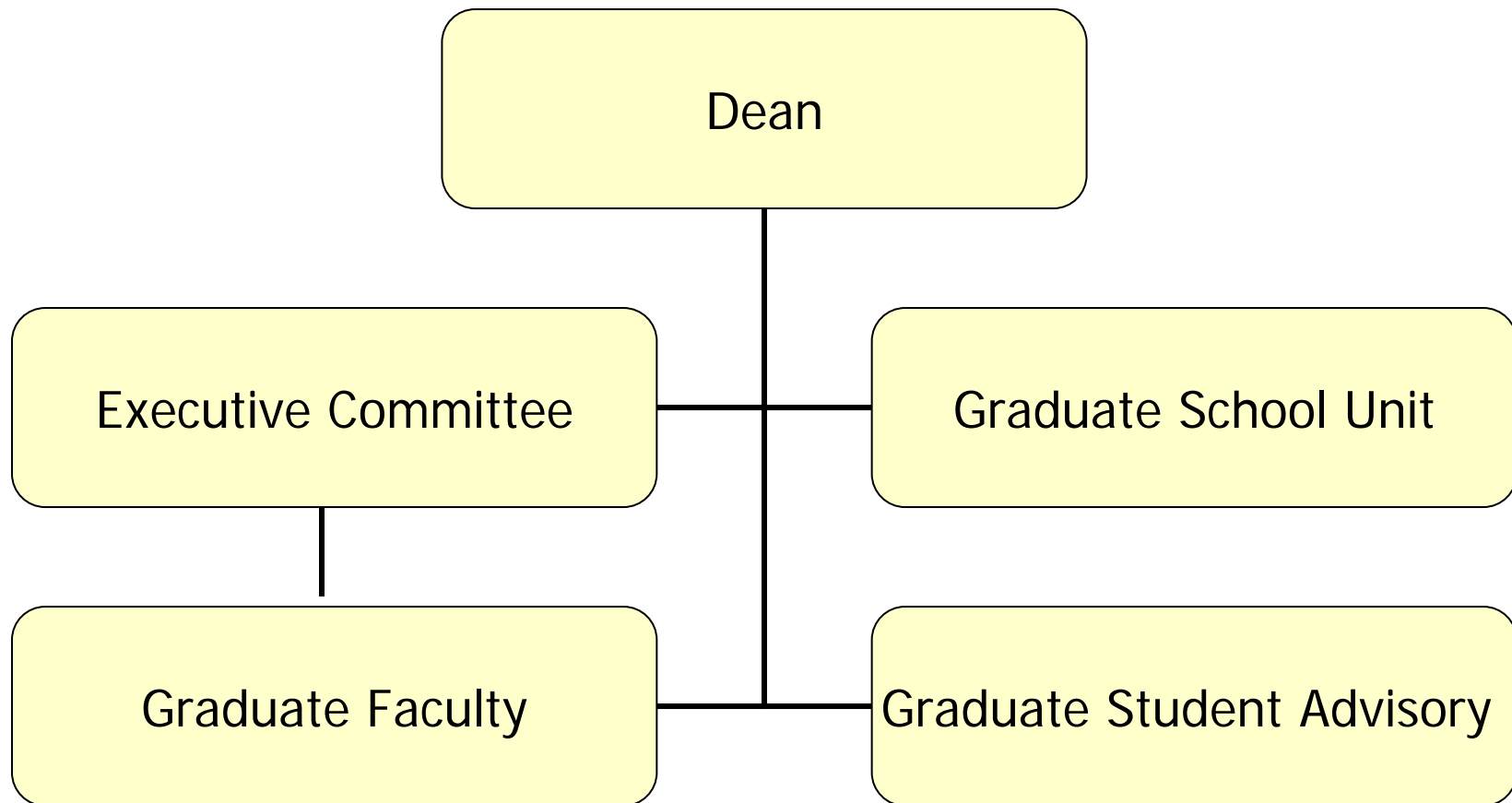
Where the jobs are many and the staff are few

- **Often title reflects Dean of Graduate School and AP, AVP, for Research with duties to include**
 - 1) **Graduate School Administration**
 - 2) **Grants and Contracts pre- (and maybe post) award**
 - 3) **Intellectual property and technology transfer**
 - 4) **Faculty development**
 - 5) **Student research**
 - 6) **Economic development and community involvement**
 - 7) **Innovation Center (start-up incubator) oversight**



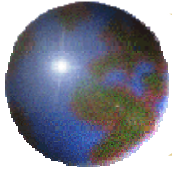


Graduate School Organization



7/12/08

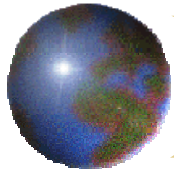
new deans workshop



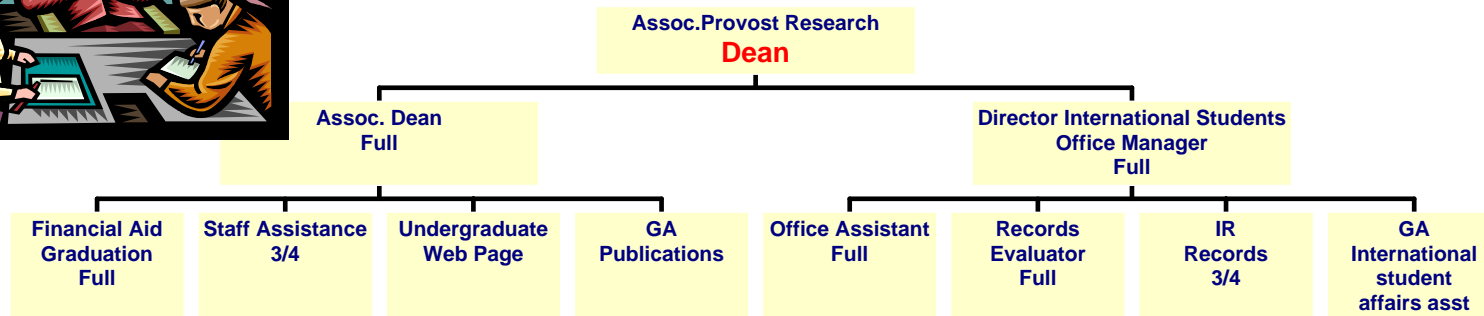
Graduate School Duties

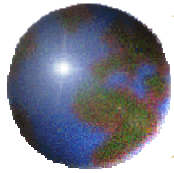
- Marketing/publications/recruiting
- Evaluation records and transcripts
- Student acceptance/orientation/affairs
- Probation/dismissal
- Visas
- Financial aid [assistantships/scholarships]
- Graduation/evaluation/thesis review/planning
- New programs
- Rules and regulations
- Institutional research [graduate]





Graduate School Organization





Duties

● Associate Dean

- Marketing/Publication/Web Page
- New programs
- Rules and regulation
- Accreditations
- Student affairs

● Financial Aid/Graduation

- Student assignment/payroll
- Student progress review
- Graduation
(requirements/thesis/capstone evaluation)

● Staff assistant

- Graduation
- Correspondence/student issues
- Orientation
- Events coordination

● Graduate students

- Work with International students

● International Dir./Office

- International student issues
 - Visas/Sevis/
 - Advisor/
 - Recruiting, retention, affairs
- Office management

● IR Coordinator/Asst. Records

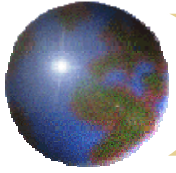
- Data collection and analysis/reporting
- International student evaluation
- Weekly enrollment reports

● Records evaluator

- Evaluation of student records
- Notification and follow-up
- Departmental liaison

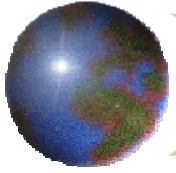
● Receptionist

- Application intake
- Student questions
- Secretarial
- Events coordinator



Keys to success

- **Hire good people who understand and buy into graduate education**
- Organize staff with cohesive direction
- **Do not micro manage and don't get in the way. You must trust decisions made and the people who make them**
 - ❑ Observe from afar but keep a close eye
 - ❑ Be aware of what is going on at all times
 - ❑ Be willing to make constructive corrections
 - ❑ Remember mistakes will be made but develop an environment in which staff learns from mistakes



Keys to success 2

Organization and respect are key

- **Work as a team** (there is no I in TEAM)
- Cross train on tasks and plan ahead for contingencies
- Recognize jobs well done
- Help when you can
- Be responsive to needs and respond quickly to requests
- **Pass out the carrots and hold back on the sticks**