The Associate Dean of the Graduate Division is responsible for reviewing graduate programs, courses and curricula; surveying graduate offerings, assisting the Dean of the Graduate Division in review of appointments; advising the officers of the Graduate Student Organization; organizing an annual workshop for Graduate Teaching Assistants. Is Vice Chair of the Graduate Council. Serves as Acting Dean in the absence of the Dean of the Graduate Division.

To fulfill these responsibilities, the Associate Dean:

1. Reviews all proposals for new and revised graduate programs, courses and curricula.

2. Organizes and facilitates reviews of all graduate programs on a five-year cycle, working in close cooperation with department chairpersons and chairpersons of graduate fields of study.

3. Consults, advises and assists departments in preparing proposals for programs or policy changes for consideration by the Graduate Division and Graduate Council.
4. Is Vice Chair of the Graduate Council, consulting with and advising the committees of the Graduate Council, chairing ad hoc committees or standing committees as necessary.

5. Is responsible for the preparation of agenda and minutes of meetings of the Graduate Council.

6. Takes appropriate administrative actions as required by recommendations of the Graduate Council.

7. Is Vice Chair of the Senate of the Graduate Division, and prepares agenda and minutes of meetings of the Senate.

8. Assists the Dean by reviewing qualifications of all proposed faculty appointments at levels above that of instructor.

9. Assists the Dean by reviewing all recommendations for appointment of regular graduate faculty and affiliate graduate faculty.
10. Is a liaison between members of the faculty and the Graduate Division, answering questions, routing queries, consulting, and advising.

11. Consults with and advises the officers of the Graduate Student Organization and attends meetings of the Graduate Student Assembly and Graduate Student Council.

12. Assists the Dean in hearing student grievances.

13. Reviews, verifies, and re-writes program and course material biennially for the Graduate Information Bulletin.

14. Reviews, verifies, and re-writes program and course material for all department and college flyers and brochures.

15. Is a liaison between the Graduate Division and various national organizations (e.g., Educational Testing Service, Danforth Foundation, Western Interstate Commission on Higher Education), handling primarily information collection and dissemination.
16. Oversees student selection and nomination for such awards as the A.L. Dean prize, the Fulbright-Hays program, and the Rhodes Scholarship program.

17. Performs duties of the Director of Student Services in his/her absence.

18. Reviews all training proposals involving students, especially those proposals related to academic programs.

19. Administers scholarship and fellowship programs such as Fulbright, NDEA, NSF, NASA and others by:

a. Giving publicity on the availability of awards, criteria and deadlines.

b. Receiving and processing applications.

c. Acting as liaison between the applicants/recipients and the awarding agencies.
d. Providing administrative assistance and coordinating link among the various agencies and applicants.

e. Providing information and guidance to University programs on matters pertaining to fellowships and scholarships.

20. Provides information and recommendations on all matters related to income tax responsibilities for graduate assistants and fellowship/scholarship holders.

21. Maintains files on all manner of financial aid for graduate students.

22. Is a liaison between the Graduate Division and East-West Center for degree-seeking Center awardees.