

Assistant Dean of Academic Affairs (0566U), Graduate
Division - 74106
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248067>

Downloaded On: Nov. 21, 2024 6:32am

Posted Nov. 1, 2024, set to expire Feb. 28, 2025

Job Title	Assistant Dean of Academic Affairs (0566U), Graduate Division - 74106
Department	Graduate Division
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Graduate Education Academic Affairs
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Job Description

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Assistant Dean of Academic Affairs (0566U), Graduate Division - 74106

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.



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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

As a central service center for the entire campus, the Graduate Division works to guide and assist students from the moment of admission, through the various milestones of their progress, to the completion of their degree requirements. We provide academic, personal, and professional support services that are vital to the everyday well-being and life-long successes of Berkeley master's, professional, and doctoral students.

As the authoritative resource and chief advocate for graduate education, the Graduate Division ensures the equitable administration of policies governing graduate studies across Berkeley's 14 schools and colleges. As the administrative arm of the Academic Senate's Graduate Council, we partner with the faculty and staff of each program and the deans of each school and college to maintain the world-renowned quality of Berkeley's graduate education.

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Position Summary

This position serves as the primary resource for analysis on graduate academic policy and governance, graduate student academic issues, and academic climate in support of graduate education at Berkeley. The incumbent makes policy recommendations to faculty governing bodies at the both the Campus and University levels; promulgates policy decisions through academic program changes, new academic program proposals and participation on administrative committees; interprets, monitors and analyzes information regarding policies and procedures in evaluating graduate student appeals, grievances and academic program reviews; and provides consultation to the Vice Provost for Graduate Studies (VPGS) and academic program administrators.

Application Review Date

The First Review Date for this job is: 11/13/2024. For full consideration please apply by Friday, 11/29/2024.

Responsibilities

Academic Program Planning & Policy Development

- Envisions and then formulates new policies and procedures for implementation on campus based on needs and gaps that have been identified either by the incumbent, VPGS, or external stakeholders.
- Provides guidance to the VPGS, Graduate Division's Associate Deans, Deans and faculty across campus, colleagues in Graduate Division, and staff across campus. Also has primary responsibility for the review and oversight of proposals for new graduate academic degrees and credentials.
- Partners and collaborates with relevant staff to develop and implement the programs and organizational structure changes required to implement new policy
- Advises on support for the development of proposals for new Self Supporting Graduate Professional Degree Programs (SSGPDPs), ensuring compliance with systemwide and campus policies.

Graduate Program Implementation Compliance and Monitoring

- Responsible for the Graduate Appeals process, including recommendation of reviewers and advice on relevant policies and precedent. Identifies relevant policies and ensures that the review

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- of appeals complies with relevant campus and systemwide policies.
- Advises on precedent-setting exceptions to graduate academic policy and norms, ensuring compliance with Graduate Council regulations.
 - Prepares materials to bring to the Administrative Committee, a standing committee of the Graduate Council of the Berkeley Division of the Academic Senate, and advises on resolution of cases.
 - Ensures that cases are reviewed in accordance with campus policies and precedent.
 - Interprets graduate academic policies and protocols for changes to existing degree programs for staff within the Graduate Division and across campus.
 - Responsible for ensuring that SSGPDPs are developed, launched, monitored, and assessed in a timely manner, meeting all relevant campus and systemwide academic policies and Berkeley standards for academic excellence.
 - Responsible for ensuring that allegations of graduate academic misconduct are adjudicated in a timely manner that adheres to campus policy and provides due process to students in a fair, equitable and transparent way that can withstand legal challenge.
 - Advises on the development of metrics for assessment and navigation of politically- sensitive conversations.

Supervision

- Supervises the Senior Analyst for SSGPDP Policies and Programs (PPA4), ensuring that all policies are followed in the development, launch, monitoring, and assessment of SSGPDPs.
- Supervises, advises, and guides the Director of Graduate Academic Conduct and Climate (PPA 4) in the implementation of protocols to support Graduate Academic Misconduct Policy, including holding regular meetings.
- Meets regularly, providing coaching and guidance on job performance, ensuring that benchmarks are met and deliverables are produced by established deadlines.
- Conducts performance evaluations and makes recommendations regarding salary.

Leading Policy Change

- Serves as a campus expert on graduate academic policy and governance, providing leadership, guidance, education, and advice on development of graduate educational policy and programs, including, but not limited to, the creation of new policy initiatives and revisions to standing policy gaps.
- Proposes, leads and/or participates on policy and planning committees and working groups.

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Collaboration & Recommendations

- Attends meetings of the Graduate Council (GC), a committee of the Berkeley Division of the Academic Senate, and serves as staff liaison to the Graduate Division.
- Partners with the GC analyst to set the GC agenda, advises on review of proposals, vets items for the agenda that require Graduate Division approval, and assists with completion of items brought to the GC for approval.
- This position collaborates with high level management in strategic thinking and planning for graduate educational policies and programs, developing proposals and recommendations to guide and support broader strategic direction of the organization.
- Guides the Director of Academic Conduct and Climate and Senior Analyst for SSGPDP Policies and Programs in identifying and implementing initiatives to improve the climate of departments, schools, and graduate groups on campus. This includes providing advice on developing partnerships with offices like the Office for the Prevention of Harassment and Discrimination to assess whether individual cases indicate a larger climate problem and coaching on possible solutions.
- Participates in professional development and Graduate Division All Staff Meetings and events as requested.

Required Qualifications

- Expert knowledge of and/or can quickly learn common organizational- or research-specific and other computer application programs.
- Highly skilled communication and interpersonal skills to communicate with and influence others, both verbally and in writing.
- Ability to navigate complex and politically sensitive situations with diplomacy.
- Ability to use discretion and maintain all confidentiality.
- Highly skilled in all levels of project management.
- Expert knowledge of the organization's processes, protocols and procedures and external regulatory requirements in policy domain.
- Ability to multi-task with demanding timeframes.
- Expert knowledge of applicable policy analysis techniques.
- Expert analytical/problem-solving skills.
- Bachelor's degree in related area and/or equivalent experience/training.

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Preferred Qualifications

- Graduate degree (MA, MS, PhD, or professional degree) and/or equivalent experience/training.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$120,000.00 - \$140,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background



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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

[https://apptrkr.com/get_redirect.php?id=5769477&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5769477&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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