Appalachian State University invites applications and nominations for the position of Dean of the Cratis D. Williams Graduate School to begin in July 2014.

**Duties and Responsibilities**
Reporting to the Provost and Executive Vice Chancellor, the Dean is the chief administrative officer of the Graduate School and has general supervisory responsibilities over all graduate work. The Dean is responsible for administering graduate education, including oversight of graduate program review, analysis of curricula, and monitoring of national trends in graduate education. The Dean also facilitates other activities associated directly with graduate students, including recruitment, advising, commencement, student orientation, professional development, graduate teaching assistant training, faculty development, financial support for graduate students, and scholarly activities. The successful candidate will work closely and collaboratively with the Vice Provost for Research and other members of the Provost Council.

**Required Qualifications**
- Earned doctorate or equivalent terminal degree from an accredited institution.
- Record of academic achievement, including teaching and scholarly activity, commensurate with appointment with tenure at the rank of Associate Professor or Professor.
- Five years of administrative experience.
- Demonstrated record of active involvement in graduate education.
- Excellent interpersonal and communication skills necessary to build and maintain effective relationships within a diverse university community.

**Preferred Qualifications and Applications**
Preference will be given to candidates who demonstrate innovative approaches to graduate level funding and administration, including fundraising, multidisciplinary studies, enrollment management, and distance education. Applicants must submit a cover letter, curriculum vitae, and names with contact information of five (5) professional references to deansearch@appstate.edu. Search committee members will begin review of applications on March 19, 2014 with identification of a finalist pool to occur after April 2, 2014. The search will remain open until the position is filled.

**Salary and Benefits**
Salary and benefits are competitive and commensurate with qualifications and experience.

Located in the Blue Ridge Mountains in Boone, North Carolina, Appalachian State is a master’s comprehensive university, enrolling approximately 15,000 undergraduate and 2,000 graduate students and offering more than 140 undergraduate and graduate majors. Appalachian is one of sixteen universities in the University of North Carolina system and is consistently recognized in such publications as Forbes, Kiplinger, and Sierra as one of the outstanding universities in the southeastern United States. For more information on Appalachian State and this position, please visit [www.graddeansearch.appstate.edu](http://www.graddeansearch.appstate.edu)

*Appalachian State University is an Affirmative Action/Equal Opportunity Employer. Individuals with disabilities desiring accommodations in the application process should contact the search committee chair at deansearch@appstate.edu. Proper documentation of identity and employability will be required before the hiring process can be finalized. Any offer of employment to a successful candidate will be conditioned upon the University’s receipt of a satisfactory criminal background report.*