

## **SOM Associate Dean for Graduate Education**

The Associate Dean of Graduate Education (ADGE) reports to the Senior Associate Dean for Research and Research Training. The ADGE is responsible for:

- Oversight of graduate programs, their curricula and training of graduate students
- Reviewing, revising and providing final approval in Curriculum Inventory Management (CIM) on behalf of SOM Graduate Programs Committee and the Dean of SOM on all proposed graduate course and graduate program changes
- Regularly reviewing and maintaining SOM policies and guidelines for graduate trainees, graduate programs, graduate program directors, admissions directors, graduate student mentors, and graduate advisory committees
- Coordinating communication and academic actions related to graduate programs and courses within SOM (e.g. with graduate students, graduate program directors, appropriate departments and their associated chairs, and SOM leadership)
- Coordinating communication and academic actions related to graduate programs and courses with offices outside of SOM (e.g. Graduate Admissions, Graduate School, Degree Audit, Records and Registration, Academic Affairs, Dean of Students, Office of Student Experience, Office of the Provost, and Financial Aid)
- Within SOM, representing the interests of graduate trainees, graduate programs, and faculty members by chairing, serving on, participating in or interfacing with SOM leadership, the Basic Health Sciences (BHS) administrators, the Genetic Counseling Advisory Board, the Executive Meeting of the Faculty, SOM faculty meetings, SOM Professionalism Committee, Women in Science, chair of the Graduate Education Executive Committee and chair of the SOM Graduate Programs Committee
- Outside of SOM, representing the interests of SOM and its graduate trainees, graduate programs, and faculty members by serving on, participating in or interfacing with the MCV Assistant-Associate Deans Committee, Graduate Deans Advisory Council, Assessment Council, Associates Forum, University Graduate Council, Campus Security Authority, VCU Career Services, VCU Equity and Access Services (including the Title IX office) and the Vice President for Health Sciences;
- Ensuring that graduate students, graduate programs, graduate faculty members and BHS administrators follow all guidelines and policies of SACSCOC, State of Virginia, SCHEV, VCU, Graduate School and SOM related to graduate training
- Overseeing the budget for Ph.D. trainees, special M.S. student situations, PREP students, emergency funding for Ph.D. students and training grant shortfall for F31 awardees including the use of SOM, Graduate School and A.D. Williams funds for these purposes
- Providing orientations, workshops and guidance to graduate students in coordination with graduate program directors
- Overseeing and maintaining web pages and social media channels for the graduate education office
- Overseeing the awarding of VCU, Graduate School and SOM awards to graduate students
- Supervising the Assistant Dean for Graduate Admissions and Recruitment (ADGRA) and staff for the Graduate Education Office
- In conjunction with graduate program directors and the ADGRA, facilitating the use of best mentoring practices by students' advisors
- Coordinating the advertising of graduate programs in conjunction with the ADGRA

Last updated: November, 2019