

Class Code:.....0473  
Position #: NUNC).....  
Developed by:.....SG  
Reviewed by:.....TJR  
Approved by:.....LK  
Date: .....4/7/87, 2/00, 12/10

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Dean, Graduate School of Oceanography  
**DIVISION:** Academic Affairs  
**REPORTS TO:** Provost and Vice President for Academic Affairs  
**GRADE:** 22  
**SUPERVISES:** Professional, administrative, and support staff

**BASIC FUNCTION:**

Lead and manage the Graduate School of Oceanography (GSO) with the goal of enhancing GSO's reputation as one of the premier oceanographic education, research, and outreach programs in the world. Duties include responsibility for effective leadership and management of research and academic programs, generating new resources to maximize program quality and impact, and thoughtful and collaborative allocation of existing resources to maximize faculty, marine research scientists, staff, and student success. Lead efforts to secure external funding from public and private sources and establish a compelling vision and plan for oceanographic education and research that is relevant for the future. Administer the Narragansett Bay Campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and articulate a shared vision of a dynamic, productive, and robust Graduate School of Oceanography (GSO), contributing to the future well-being of humankind through the discovery and dissemination of new knowledge of the oceans.

Provide collaborative leadership and engage the students, staff, marine research scientists and faculty to bring that vision to fruition.

Work collaboratively with the GSO faculty, marine research scientists, staff, and students, to develop and execute a vital strategic plan for the School and promote new oceanographic initiatives that position the School at the forefront of oceanography education and research.

Be responsible for continuous improvement in the quality of academic research, scholarship, education and outreach programs among faculty, marine research scientists, staff and students.

Facilitate and support effective intercollege/interdisciplinary teaching and research in the marine, environmental, engineering, science and social science areas.

Expand the scope and size of GSO graduate programs, while ensuring student engagement in the School and University, and strategically and productively define the role of GSO in undergraduate education at URI.

Lead faculty efforts to ensure high quality, relevant, and contemporary graduate programs and undergraduate curricula related to oceans, marine, and coastal ecosystems that attract top flight students from throughout the nation and world.

Collaborate with the respective chairs and deans of other academic programs to ensure the vitality of graduate and undergraduate oceanographic, marine, and other science and engineering programs at URI.

Administer GSO, the Narragansett Bay Campus and its science facilities, and coordinate co-located, externally-funded institutional programs (e.g., NOAA, Department of the Interior, and US EPA).

Enhance the diversity of the GSO community and learning environment.

Develop and implement innovative and effective approaches to managing human and fiscal resources of the GSO, leveraging opportunities in a strategic manner to advance the work of the School.

Manage the work assignments of faculty, marine research scientists and staff, ensure the persistence of high academic expectations and standards, and prepare tenure and promotion recommendations that reflect fair, thorough, and objective analysis and process.

Provide careful, strategic, and sustainable management of all GSO budgets and personnel to ensure the continued productivity and quality of the School and academic experiences for the students.

Collaborate with external Advisory Councils as appropriate.

Provide leadership for technology transfer and economic development opportunities from GSO research outcomes.

Actively represent the University, GSO, and the Narragansett Bay Campus by developing productive partnerships at the state, national, and international levels, with other institutions, government agencies, and corporations.

Provide advice on marine-related matters to the President, Provost, Council of Deans, and to Government officials at the local and national levels.

Assist the faculty, marine research scientists and the school in attracting extramural funds from federal funding agencies, such as NSF, NOAA, DOE and DOD.

Develop a robust program of fund-raising and external constituent development that provides support for visibility of GSO's education, research, and outreach activities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Within area of responsibility, oversee adherence to rules, regulations and procedures mandated and/or recommended by the NCAA and the University.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:**

1. An earned doctorate and demonstrated record of scholarly achievement commensurate with full professor appointment in the Graduate School of Oceanography;
2. Demonstrated vision, human and fiscal management experience, and leadership;
3. Outstanding record of conducting marine-related research and obtaining funding for major research programs;
4. Significant previous administrative experience in an academic or research setting;
5. Demonstrated experience working on national and/or international committees or organizations;
6. Commitment to enhancing diversity and equal opportunity for minorities and women; and
7. Demonstrated effective public and interpersonal communications skills.

**PREFERRED:**

1. Demonstrated leadership on national and/or international initiatives;
2. Success in fundraising and/or securing government or private support for research, outreach, educational programs or business development;
3. Ability to promote interdisciplinary learning, research, and outreach;
4. Proven ability to interact with institutional units and public groups;
5. Ability to make research issues and findings understandable to the public; and
6. An understanding of marine field operations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**