

From: Vice Provost and Dean Robin L. Garrell

Sent: Thursday, July 18, 2019 4:43 PM

Subject: Transitions and Search for a New Associate Dean in the Graduate Division

UCLA

Graduate Division

Members of the Academic Senate

Dear Colleagues:

As some of you may know, Graduate Division Associate Dean Joe Watson officially retired from UCLA in June, and will return to campus later this summer to continue his research. A member of the faculty in Psychiatry and Biobehavioral Sciences since 1989, Joe joined the Graduate Division in May 2012 following distinguished service as the Chair of the Undergraduate Council. Joe had also served as Vice Chair of the undergraduate Neuroscience IDP, Graduate Advisor for the Interdepartmental PhD Program in Neuroscience, and Associate Director for Outreach for the Brain Research Institute. During his time in the Graduate Division, Joe provided wise counsel to many graduate students and postdoctoral scholars. He also worked closely with several large, complex departments and schools to advance the success of their students and programs. As well, Joe helped onboard and mentor many staff and the newer associate deans. The campus benefited greatly from his experience, thoughtfulness, and judicious approach to resolving problems and conflicts. I hope you will join me in thanking Joe for his extraordinary contributions to UCLA, and congratulate him on his “retirement.”

I am also writing to let you know that after completing a 2-year appointment as Associate Dean in the Graduate Division, Norma Mendoza-Denton will return full-time to her faculty position in the Department of Anthropology at the end of this summer. We are very grateful to Norma for her work in advancing diversity and excellence, and for supporting the success of graduate students and postdoctoral scholars across the campus. Norma served as the Graduate Division Equity Advisor and liaison to Vice Chancellor Kang’s office, advised two cohorts of advanced doctoral students who were inducted into the Edward A. Bouchet Graduate Honor Society, and promoted the UC-HBCU initiative through faculty outreach. I have especially appreciated Norma’s leadership as Co-PI on the Alliance for Multi-Campus Inclusive Graduate Admissions (AMIGA) project: a partnership with UC Davis that is funded by the Andrew G. Mellon Foundation. She has led workshops and engaged with hundreds of prospective graduate students at the California Diversity Forum, the annual conferences of the Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS), and other outreach events. Norma also guided several departments seeking to improve the climate for their students, and has counseled many students who have faced barriers in pursuing their degrees.

In light of these transitions, the Graduate Division is now searching for a new Associate Dean. Please see the position announcement below, and consider applying yourself or nominating colleagues who you think would be good candidates. We aim to fill the position before the end of the Fall 2019 quarter. If you have any questions, please contact me or

Associate Dean Susan Ettner, who is chairing the search committee. We look forward to hearing from you.

With thanks and best regards,

Robin L. Garrell

Vice Provost for Graduate Education
Dean, Graduate Division

ANNOUNCED: ASSOCIATE DEAN – GRADUATE DIVISION

The Graduate Division invites nominations and applications for Associate Dean, effective Fall 2019 or Winter 2020. The Associate Dean is appointed at 50% time for renewable one-year terms. The compensation includes a summer differential, stipend and resources for professional development.

The Graduate Division serves as the campus-wide advocate for excellence in graduate education and for the welfare of graduate students and postdoctoral scholars. In addition to providing oversight and central administrative services, the Graduate Division supports broad campus priorities, including advancing diversity, increasing support for graduate and postdoctoral education, ensuring students' academic success, supporting professional development and advancement into diverse careers, and facilitating the development of innovative and cross-cutting academic programs. More information can be found at the [Graduate Division website](#).

The two faculty Associate Deans work closely with the Vice Provost/Dean, the Assistant Vice Provost, and the Assistant Deans, Directors and other staff, providing leadership in advancing diversity and excellence in graduate and postdoctoral education. The appointee will collaborate with faculty in their efforts to garner extramural support for graduate education; to advance best practices in admissions, mentoring and professional development; and to create an inclusive and equitable climate that supports the success of all students. In partnership with the Assistant Deans and Case Managers, the Associate Deans contribute to student success by providing guidance on academic policies, directing students to appropriate resources, reviewing and approving certain petitions, and helping to resolve conflicts that may arise in the academic setting.

The Associate Deans attend the Graduate Council meetings, contribute to Academic Senate program reviews, and lead campus workgroups related to graduate and postdoctoral affairs. They must travel to several 1-to 3-day UC, regional or national meetings each year and contribute to outreach efforts. The Associate Deans also lead special projects that address strategic priorities of the campus and Division.

Candidates may nominate themselves or be nominated by others, and must hold a tenured faculty position at the full professor level at UCLA. The ideal candidate will have served on either the Graduate Council or Undergraduate Council of the Academic Senate, or have relevant leadership or administrative experience such as serving on the College or School Faculty Executive Committee, serving as department chair or vice-chair, or chairing their

his/her departmental admissions, fellowship, or graduate studies committee. Commitment to and evidence of accomplishments in advancing equity, diversity, inclusion and student success at the undergraduate or graduate levels would be viewed as strengths. Faculty from the "north campus" (Divisions of Humanities and Social Sciences; Schools of Music, Arts & Architecture, Education & Information Studies; Public Affairs; Law), as well as individuals who can contribute diverse perspectives, are especially encouraged to consider this opportunity.

Nomination and Application Process

Nominations: Please submit names of potential candidates by **August 5, 2019**. Including a brief resume or CV would be helpful, but is not required.

Applications: Candidates should submit a CV or resume, along with a cover letter (no more than two pages) explaining their interest in the position and noting particularly relevant professional experience. Applications should be submitted by **August 26, 2019**. Please contact Associate Dean Ettner by e-mail (settner@grad.ucla.edu) if a brief extension will be needed.

Nominations, applications and inquiries may be submitted by e-mail, phone or in person, noting "Graduate Division Associate Dean Search" in the address or subject heading.

Campus mail address: UCLA Graduate Division, UCLA Box 951419

Drop off in-person: UCLA Graduate Division, 1237 Murphy Hall

E-mail: To: Susan Ettner: settner@grad.ucla.edu
Cc: Aliana Clark: aclark@grad.ucla.edu

Please call (310) 206-6086, or contact Associate Dean Susan Ettner (settner@grad.ucla.edu) or Dean Robin Garrell (rgarrell@grad.ucla.edu) if you have any questions.