

**From:** Dean Susan L. Ettner

**Sent:** Tuesday, August 31, 2021 12:31 PM

**Subject:** Deadline Extension: Search for a New Associate Dean in the Graduate Division

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**To: Members of the Academic Senate**

### **ANNOUNCEMENT: ASSOCIATE DEAN – GRADUATE DIVISION**

The Graduate Division invites nominations and applications for a third Associate Dean, effective Fall 2021. The Associate Dean is appointed at 50% time for renewable one-year terms.

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 three faculty Associate Deans work closely with the Dean, the Chief of Staff/Chief Financial Officer, the Assistant Deans, Directors, and other staff, and provide leadership in advancing diversity and excellence in

graduate and postdoctoral education. The appointee will support faculty and units in their efforts 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 addition to reviewing policy exceptions and carrying out other routine Associate Dean functions, the new Associate Dean will work closely with the Diversity, Inclusion and Admissions (DIA) unit on student outreach, pipeline programs, and admissions to recruit a diverse and accomplished graduate student body. The appointee must be available to travel out of state to recruitment fairs and our partner Minority Serving Institutions, as well as to several UC, regional or national meetings, mostly in the fall quarter of each year. The appointee will attend the Graduate Council meetings, contribute to issues statements for Academic Senate program reviews, and lead campus workgroups related to graduate affairs. The Associate Dean may 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. Any of the following experiences will be considered beneficial but are not required: having served on either the Graduate Council or Undergraduate Council of the Academic Senate or having relevant leadership or administrative experience such as from serving on the College or School Faculty Executive Committee, serving as department chair or vice-chair, or chairing departmental admissions, fellowship, or graduate studies committees. Commitment to and evidence of accomplishments in advancing equity, diversity, inclusion, and student success at the undergraduate or especially graduate levels would be viewed as strengths. Faculty from the “north campus” (Divisions of Humanities and Social Sciences; School of Theater, Film, and Television; Anderson School of Management; Herb Alpert School of Music; School of Arts & Architecture; School of Education & Information Studies; Luskin School of Public Affairs; Law), as well as individuals who can contribute diverse perspectives, are especially encouraged to consider this opportunity.

## APPLICATION PROCESS

Candidates should submit a CV or resume, along with a cover letter (no more than 2 pages) explaining their interest in the position and noting particularly relevant professional experience. Applications should be submitted by **3 September 2021**. Please contact Associate Dean Lux ([rlux@grad.ucla.edu](mailto:rlux@grad.ucla.edu)) or Associate Dean Arah ([arah@grad.ucla.edu](mailto:arah@grad.ucla.edu)) if an extension will be needed.

Applications may be submitted by e-mail, noting “Graduate Division Associate Dean Search” in the address or subject heading.

*Email:* To: Renate Lux: [rlux@grad.ucla.edu](mailto:rlux@grad.ucla.edu)  
CC: Onyebuchi Arah: [arah@grad.ucla.edu](mailto:arah@grad.ucla.edu)

Please contact Associate Dean Renate Lux ([rlux@grad.ucla.edu](mailto:rlux@grad.ucla.edu)), Associate Dean Onyi Arah ([arah@grad.ucla.edu](mailto:arah@grad.ucla.edu)) or Dean Susan Ettner ([settner@grad.ucla.edu](mailto:settner@grad.ucla.edu)) if you have any questions.

With Best Regards,

**Susan L. Ettner**  
Dean of Graduate Education  
UCLA Graduate Division

The UCLA logo is a blue horizontal bar with the letters "UCLA" in white, bold, sans-serif font centered within it.

UCLA  
10889 Wilshire Blvd., Suite 1400  
Los Angeles, CA 90024-6971