

From: Dean Susan L. Ettner

Sent: Tuesday, February 15, 2022 9:01 AM

Subject: Request to Participate in Graduate Division Associate Dean Review Process



Dear Chairs, Vice-Chairs and Student Affairs Officers:

As part of our commitment to providing quality support, the Graduate Division (GD) periodically assesses various aspects of our engagement with campus. One component of this assessment is the periodic review of the performance of our Associate Deans. Thus, we are reaching out to you today to request that you participate in our review of Associate Dean Renate Lux by providing your feedback on her performance in her GD Associate Dean role through questions on the [Review Feedback Form](#) no later than March 15, 2022.

As a reminder, the Graduate Division associate deans serve in half-time administrative roles, acting as the GD liaison to Schools/Divisions and Graduate Council subcommittees; mediating student cases; performing administrative reviews (e.g., to approve exception requests, Dean's Special Actions, Departmental Scholars nominations, etc.); participating in recruitment and outreach efforts; assisting with fellowship reviews; and carrying out special assignments (e.g., assisting with retention and mentorship initiatives, reviewing policy proposals and international agreements, consulting on collective bargaining issues).

Your input is important to ensure that the Graduate Division continues to provide the best possible support we can to the campus. We thank you in advance for taking 5-10 minutes of your time to complete the feedback form. If there are other staff in your department who regularly interact with Associate Dean Lux, please share this message with them and encourage their participation in the review. Should you have any questions about the process, please feel free to reach out to me (settner@grad.ucla.edu) or Chief of Staff/Chief Financial Officer, Kristen McKinney (kmckinney@grad.ucla.edu).

Best regards,

Susan L. Ettner
Dean of Graduate Education

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