

From: Dean of the Division of Graduate Education Susan L. Ettner

Sent: Wednesday, February 15, 2023 9:01 AM

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



To: Department Chairs, Vice Chairs and Student Affairs Officers

What you need to know:

- Feedback is requested on Associate Dean Marissa López by March 15
- Your input will help ensure the quality of service provided by the Division of Graduate Education
- Please share with other staff who may also work with Associate Dean López

Dear Chairs, Vice-Chairs and SAOs:

As part of our commitment to provide quality support, the Division of Graduate Education (DGE) periodically assesses various aspects of our engagement with campus. One component of this assessment is the performance review of our Associate Deans. Thus, we are reaching out to you today to request that you participate in our review of Associate Dean Marissa López by providing your [feedback on her performance in her DGE Associate Dean role](#) no later than March 15, 2023.

As a reminder, the Division of Graduate Education associate deans serve in half-time administrative roles, acting as the DGE 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 Division of Graduate Education 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 López, 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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