DEPUTY PROVOST FOR GRADUATE EDUCATION
POSITION PROFILE

Position Purpose

Part of the Path to Prominence will be an effort to expand our graduate student population—by as many as 500 or more additional students. Even with our current number of graduate students, we have some difficulty in recruiting, retaining, and supporting these students. As we look towards the new College of Health, the development of interdisciplinary graduate degrees, and the challenges faced by current graduate programs, we have an opportunity to create distinctive graduate student experiences for Lehigh students, but are challenged by our current configuration.

Additionally, two faculty committees, one focused on graduate education and one focused on research, then a combination of those committees, has put forward a number of suggestions on how to improve graduate education at Lehigh. While those groups did not explicitly recommend a Deputy Provost, they did agree that a visible focal point for graduate education on par with our focus on undergraduate education would be needed to help develop graduate programs at Lehigh.

The responsibilities of this new position would include:

- working with colleges to enhance visibility and recruiting graduate students to graduate programs;
- in collaboration with colleges and the Vice President for Research, work to develop additional support for graduate students through internal sources, external funding, and philanthropy;
- enhance the graduate students experience by including in this person’s responsibilities the Office of Graduate Student Life;
- help create organizational constructs that will enable innovative graduate programs and degrees, particularly cross-college interdisciplinary degrees to develop and grow;
- work with the Center for Career and Professional Development to enhance support for career opportunities for graduate students.
Accountabilities:

**Recruiting**
Research graduate student recruiting should still lie primarily in departments or units; at the campus level, this position will provide coordination to elevate awareness of Lehigh programs—e.g., attend some graduate student fairs—to raise awareness of Lehigh programs would be one example.

Should campus graduate student fellowship funding be available, monitor and utilize this funding to enhance recruiting.

**Retention**
Mentoring, advising, and much of the support for graduate students will still be the responsibility of faculty and departments. There will be, however, many common elements across all graduate students, that can enhance retention from programs and activities aimed at graduate students; to access; to counseling and health services; to advice on housing.

This position may also implement a few special programs—such as focus groups for increasing numbers of underrepresented students in graduate programs.

**Interdisciplinary Program Development**
Help create a structure for robust interdisciplinary PhD programs.

Create same or similar structure to allow faculty in departments that do not have PhD programs to actively participate with programs that do help with graduate student support (funding). This position/office would not be a funding source—but perhaps a coordinator of campus proposals for PhD student funding from agencies or non-profits.

Point-of-contact for possible development effort to increase endowment for support of graduate student fellowships

**Liaison/Coordination/Collaboration**
Serve as Liaison for many units who provide support for graduate students as a part of their portfolio (i.e. Center for Career and Professional Development, Counseling Center, Health Center, Student Housing, Office of International Affairs).

A goal would be to not replicate these services, nor setup separate graduate student-only services, but to bring awareness of graduate student needs, elevate unit resource needs, help set expectations, etc. This position would collaborate with the many offices across campus that already support graduate students and their needs.