

Evaluation Criteria for the Dean, Graduate Studies

The Evaluation Committee shall develop a list of criteria based on the goals and objectives established at the time of the appointment as well as those established on an annual basis thereafter (policy BD-8 article 41).

The following evaluation criteria has been pulled from the 2013 Position profile and the Strategic Plans of the School of Graduate Studies from 2013-2015 and 2016-2021.

The Dean of Graduate Studies will have fulfilled the following criteria to satisfy the evaluation of her competencies:

1. Work closely with the Associate Vice-Presidents, Deans, and University Librarian in furthering the academic mission of Concordia University
2. Provides effective strategic and operational direction and coordination for graduate studies at Concordia with respect to the legislative, advisory, monitoring/analysis, training, processing, and liaison/promotion functions
3. Assist the Vice-President, Research and Graduate Studies in leading campus efforts that enable the University to achieve the highest possible standards in graduate studies, ensuring sustainable growth and competitiveness
4. Leadership role in graduate recruitment efforts on behalf of the university and in liaison with programs, Faculties, research units, and Enrolment Services
5. Leadership role in retention efforts on behalf of the university and work with programs and Faculties to enhance student success and ensure timely graduation
6. Promote and collaborate with Faculties and Office of Research to ensure ethical graduate research practices
7. Monitor and analyze trends and practices in graduate education and research training throughout the Canadian and international landscapes, and ensure that Concordia stays in line with market needs and disciplinary paradigm shifts. Benchmark graduate studies in the Canadian and international context

8. Facilitate the development, implementation, and enhancement of dynamic graduate programs of exceptional quality stemming from faculty strengths
9. Foster interdisciplinary graduate program initiatives, as well as international ventures such as co-tutelles and Erasmus Mundus programs
10. Evaluate, propose, and ensure implementation of innovative strategies to make the University's graduate programs known across Canada (and beyond), to attract top-level graduate students
11. Be proactive in ensuring that graduate students' expectations with respect to curriculum, research training, services, and experiences are met, and exceeded
12. Oversee the development, implementation and impact evaluation of new and novel funding strategies for the allocation of internal fellowships, including a highly visible and effective plan for communicating opportunities to graduate students
13. Collaborate with Advancement and Alumni Relations in alumni and advancement activities
14. Integrate the graduate community into the University's growing research culture
15. Build support for student success and promote a holistic approach to educating graduate students
16. Develop an administrative framework that fosters excellence in Concordia's graduate programs and rewards successes
17. Support of the vision articulated in the University's Strategic Directions