



LEADERSHIP PROFILE

Graduate School Dean



OVERVIEW

Bowie State University (BSU) invites applications for the position of Graduate School Dean, carrying administrative responsibility for the operation of the college and reporting directly to the Provost.

This position will oversee 21 master's and three doctoral programs enrolling 1,217 students, working through program coordinators and the academic deans of the schools in which the programs are housed to maintain the quality of and grow the graduate programs offered.

ABOUT BOWIE STATE UNIVERSITY

Bowie State University is building a dynamic future on a proud heritage. A comprehensive, regional university, it has established itself as a leader in providing affordable, high-quality educational opportunities to a diverse population of students with ambitions to achieve and succeed. Bowie State has been recognized as one of the nation's best value universities by Money and The Economist magazines. U.S. News & World Report ranks Bowie State as No. 11 among the more than 100 historically Black colleges and universities (HBCUs) in the nation.

One of the 12-member institutions in the University System of Maryland, Bowie State is the oldest HBCU in Maryland and one of the 10 oldest in the country. Remaining true to its founding mission, the university has become a broad diverse community whose students, faculty and staff represent a multitude of ethnic and cultural backgrounds. With its focus on providing access and opportunity, BSU serves a large number of first-generation students, many from low-income backgrounds.

Situated on a serene, wooded 337-acre tract in Prince George's County, Maryland, Bowie State University is ideally positioned with easy access to the intellectual and economic power centers in the nation's capital, Maryland's largest city, Baltimore, and Annapolis, the state capital.

The county's largest municipality and the state's fifth most populous city, the city of Bowie has ranked as one of the best places to live in America by USA Today, CNNMoney, and Money magazine.

Bowie State places a strategic emphasis on student success, academic excellence, and institutional viability. With an eye toward improving graduation rates and closing the achievement gap, faculty collaborate to develop hands-on experiences for students and supportive learning environments. The university has also seen positive enrollment trends in the past couple of years, in fall 2024 reported a total enrollment of 6,353 students.



BOWIE STATE BY THE NUMBERS

6,353

TOTAL ENROLLMENT
(FALL 2024)

5,136

UNDERGRADUATE
STUDENTS

950

FIRST-TIME FRESHMEN
(FULL TIME
AND PART TIME)

1,217

GRADUATE
STUDENTS

18:1

STUDENT-
FACULTY RATIO



About the President

BSU is led by Dr. Aminta H. Breaux, its 10th president and first female president in the university's 158-year history. Dr. Breaux brings more than 30 years of diverse higher education leadership experience to her position. Throughout her career, she has demonstrated a passion for ensuring student development and success. She is dedicated to building on the legacy and rich history of Maryland's oldest historically black university with a focus on three priorities: academic excellence, student success and long-term viability of the university.



MISSION STATEMENT

As Maryland's first historically black public university, Bowie State University empowers a diverse population of students to reach their potential by providing innovative academic programs and transformational experiences as they prepare for careers, lifelong learning, and civic responsibility. Bowie State University supports Maryland's workforce and economy by engaging in strategic partnerships, research, and public service to benefit our local, state, national, and global communities.

CORE VALUES

Excellence

Bowie State University expects students, faculty, staff, and administrators to demonstrate outstanding levels of performance by fostering a stimulating learning and work environment.

Inclusivity

Bowie State University is intentional about creating a community that encourages involvement, respect, and connection among students, faculty, staff, and administrators regardless of differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability.

Integrity

Bowie State University students, faculty, staff and administrators demonstrate high ethical standards in their interactions with one another and the larger community.

Accountability

Bowie State University expects each member of the University community to be responsible and accountable for the outcomes of their efforts and actions.

Innovation

Bowie State University aspires to infuse innovative practices into academic and administrative functions by encouraging students, faculty, staff, and administrators to utilize best practices and pursue new opportunities.

THE GRADUATE SCHOOL

The Graduate School uses a holistic approach to teaching the knowledge, skills and behaviors needed for a rewarding career in corporate America, government service or entrepreneurship. Close relationships with area businesses and government agencies provide many opportunities for internships and post-graduate employment. The school's programs create a microcosm of the real-life business arena where students interested in starting their own businesses learn to think like entrepreneurs and have access to mentors through the Bowie Business Innovation Center, Maryland's first incubator at an HBCU, and the BSU Entrepreneurship Academy, which promotes entrepreneurial thinking across the disciplines.

The Graduate School at Bowie State University was created by the reorganization of various units under the Academic Affairs department, in the fall of 2008. The current Graduate School was formerly the School of Graduate Studies and Research, which was then combined with Continuing Education and Extended Studies. This combination resulted in the realignment of functions and responsibilities. Graduate Admissions and Graduate Records were removed from the School of Graduate Studies and Research and placed in different units in the university. Research was entirely omitted from the responsibilities of the new school. The mission and role of graduate education at Bowie State University have emerged from the changes that shaped the current Graduate School. The review of the role of Graduate School at Bowie State University has redefined the purpose of the Graduate School in its current structure. The role of the Graduate School at Bowie State University is one of support and enhancement of graduate education.

The reporting structure integrates the Graduate School with the other academic colleges.

General Oversight

Under the oversight of the Provost/Vice President for Academic Affairs, the Dean of the Graduate School provides coordination and leadership at the graduate level and supports graduate student success. Working with the other five deans (College of Arts and Sciences, College of Business, College of Education, College of Professional Studies, and Library Services), department chairs, and graduate coordinators, the dean of the Graduate School fosters a graduate culture in which programs can grow and students can be successful. The dean demonstrates a strong commitment to coordinating graduate programs' assessment by working with the chairs and coordinators. The dean provides leadership in campus and university wide initiatives that focus on improving graduate student retention and graduation rates. This position also provides leadership in the areas of strategic planning, academic program review evaluation, and assessment as a part of the university's institutional effectiveness system.

The dean of the Graduate School is also responsible for providing overall administrative leadership to the university's Graduate academic programs. The Dean monitors, develops, and implements policies, procedures, and practices designed to ensure the effective delivery of academic programs at the master's and doctoral levels. The successful candidate will articulate and establish a clear, forward-thinking strategic vision in terms of redefining and reinvigorating the role of graduate education in the 21st century.

LEADERSHIP OPPORTUNITIES

Assist the transition to R2 status

Historically, Bowie State University has functioned as a teaching institution. That core mission remains. As a proud HBCU, BSU will always seek to serve underrepresented students seeking credentials that equip them to succeed. As a result of careful analysis of the best path forward, Bowie State is deliberately increasing its emphasis on research, beginning with the attainment of R2 status.

Becoming a Carnegie R2 institution entails change in all aspects of the education mission, ranging from the design of the curriculum to the criteria for faculty appointment, promotion and tenure.

It will fall to the dean, working in concert with other deans, the provost and the president, to effect these changes in the least disruptive fashion.

Be a visionary and diplomatic team player

Graduate programs are housed in the various colleges that make up the university. Graduate faculty are attached to those colleges and report to their respective deans. The graduate dean works through program coordinators who are employed by the colleges and report to the dean of each.

The new dean will oversee a collection of quality programs, a talented faculty and a student body looking ahead toward being prepared with a solid foundation for successful careers, none of which are under the direct control of the dean.

Graduate-level learning that does not generate graduate credits is under the control of a separate vice president.



The new dean will be charged with creating an environment to foster continuous learning and improvement that will address the school's responsibility to the larger society by developing and nurturing effective relationships with the administration, faculty, staff and students from multiple colleges.

In addition, the new dean will value the responsibility of serving at a Historically Black College and University (HBCU).

Increasing graduate enrollment and developing new innovative programs is essential. The new dean will be tasked with working across the curriculum to evaluate the current mix of graduate programs with the expectation of working with the individual colleges to propose, design and implement new, innovative programs that align with the needs of 21st century learners and workforce demands. Increased interaction with the surrounding community is imperative. The dean will

take advantage of Bowie's proximity to finance, aerospace, biotech, and government to focus coursework, improve student outcomes and program delivery, and strengthen the school's prospects for financial support and expanded internship and career opportunities for students.

The new dean will understand how academic programs can become siloed despite the best intentions of faculty and staff. The new dean will be prepared to balance competing priorities, with a keen eye to diverse constituencies while achieving and maintaining consensus on the path forward. The ability to bring people together as colleagues to create and sustain inclusive

excellence is paramount to the success of the dean. To accomplish this, the next dean must be viewed as collaborative, trustworthy, engaging, and inclusive leader by faculty and administration. An inclusive leader is trusted to listen carefully to faculty, staff and students, and who will be seen as fair and impartial when decisions are made. The new dean will be expected to ensure that communication is timely, and the college community is well informed.

Advance the curriculum and quality of academic programs

Bowie State prides itself on the quality of its graduate programs. It is expected that students will be exposed to state-of-the-art concepts and best practices in pedagogy and andragogy.

That does not mean Bowie State can rest on its laurels. Continuous improvement and adaptation to the changing educational climate are required if the graduate school is to remain competitive and meet the needs of the future workforce. A strong commitment to an assessment mindset must be brought to bear in evaluating and updating the curriculum. An outcome-based approach to teaching and learning must be nurtured.

The new dean will find ways to work cooperatively with faculty and administration across campus to continuously evaluate and improve curricula, develop faculty, and market quality programs.

Support faculty development and teaching

To stay at the cutting edge of graduate education, it is imperative that faculty have an opportunity to further develop teaching and learning approaches that are aligned with 21st century learners. Faculty will need opportunities to explore and test new teaching modalities while assessing their impact. Through this approach, faculty will need support with the



scalability and sustainability of successful teaching and learning approaches.

Bowie State is working to clearly define student success. The definition will be used to design structures so faculty understand expectations of them to ensure that students are successful at the graduate level.

To be most effective, the dean will be a diplomatic team member and builder capable of supporting faculty and staff during a period of change. The dean will also fully enjoy engaging faculty and students, leading by example and offering support and encouragement to faculty, staff, and students.

Increase enrollment and retention

Growing the graduate student body from its current total is an institutional priority. Of equal concern is retaining students through on-time graduation. Increasing the current annual totals of 209 master's graduates and 10 doctoral graduates is imperative.

The dean will seek opportunities to increase enrollment through creative recruiting, while improving retention through better advising, mentorship of students and development of cooperative ventures between disciplines.

Demonstrate sound fiscal and administrative judgment

The new dean will be an effective champion for the fiscal needs of the Graduate School and will be prepared to successfully maintain the current budget by being innovative in adopting new revenue-generating models. The dean will be prepared to support innovation and creativity while achieving operational efficiencies. Experienced in developing and administering academic budgets, the successful dean will be an adept manager of human capital and other resources.

Serve as an effective advocate and fundraiser for the Graduate School

The new dean will serve as the primary public voice of the Graduate School in the local, state, national, and international community.

Collaborating with other academic departments on campus, the new dean will work to create a spirit of entrepreneurship, aligning with the university's mission of threading entrepreneurship throughout every discipline.

Budget realities make it necessary for the dean to generate financial support for new ventures. Collaborating with the institution's advancement team, the new dean will work to enhance philanthropic support of the Graduate School.

Put students first

Graduate students at Bowie State comprise a significant portion of the university's student body. Growth in their numbers is an important university priority. Graduate students are focused, motivated, highly engaged and pragmatic. They are also the most diverse group of students, many of whom are working adults, balancing multiple obligations while requiring flexible teaching and learning alternatives to attain a degree.



Students are looking for a dynamic dean who is open to their ideas, supportive of their needs and devoted to ensuring an educational experience that is both rigorous and nurturing.

Job requirements:

- An earned doctorate from an accredited institution in a discipline consistent with the University’s academic programs.
- Tenure in the faculty role.
- Significant and successful experience as a higher education administrator.
- A proven record of active involvement in graduate education and research is preferred.

Knowledge, skills, and abilities:

- Comprehensive knowledge of university policies and procedures relating to the development and implementation of academic programs.
- Prior management of educational support programs.
- Ability to effectively supervise others.
- Ability to think creatively in resolving problems and propose changes.
- Demonstrated excellence in written and oral communication.
- Demonstrated dedication to student and faculty services is essential.
- Dynamic leadership skills.





THE POSITION

The new dean will possess an earned doctorate in a related field, will have a proven record as a scholar and educator, and will bring significant academic and leadership experience to this position. A clear understanding of and commitment to the role of HBCUs in educating the next generation of leaders is essential.

Essential duties:

- Conduct a review and assessment of the Graduate School.
- Provide transformative vision and leadership and demonstrate a record of innovation and accomplishment in growing graduate student education.
- Implement a short-term and long-term strategic enrollment plan that leads the Graduate School to regional and national recognition and aligns with broader university strategic goals and priorities.
- Engage in recruiting activities, including speaking to student groups and participating in recruitment events both nationally and internationally.
- Demonstrate strong management skills, including stewardship of fiscal and human resources.
- Coordinate the development, implementation, and dissemination of all policies and regulations related to graduate studies (e.g., university catalog, Graduate Academic Policies and Procedures Manual, academic calendar, etc.).
- Monitor and assess the university's graduate programs in student recruitment, retention and graduation.
- Recommend policy changes in these areas and develop accountability and measures for faculty and staff.
- Proven record of serving international students and demonstrated an aptitude for addressing concerns specific to a diverse international student community.
- Resolve or coordinate the resolution of graduate student problems, grievances, and academic appeals with the appropriate university unit or committee.
- Represent the Division of Academic Affairs with units external to the university and on internal committees/ task forces related to all matters pertaining to graduate studies.
- Support research and should have experience obtaining external support for graduate programs and students.
- Work with University Institutional Advancement to establish and achieve philanthropic goals and build relationships that advance the goals of the School of Graduate Studies.

- Represent the Provost/Vice President for Academic Affairs as requested.
- Supervise the Graduate Assistantship (GA) support budget and allocations to the graduate programs of the university.
- Collaborate and work closely with the Graduate Council to develop and oversee policies and procedures for graduate education, including program approval.
- Perform other related duties as assigned by the Provost/Vice President for Academic Affairs.
- Demonstrated understanding of the operations of complex organizations and workplace cultures.
- Evidence of the ability to secure the resources needed to maintain critical programs and advance new and innovative proposals for teaching, research, service and student learning.
- Ability to think creatively, to see solutions where others may find only problems. A practical visionary who can demonstrate the capacity to embrace new concepts and carry them out. A visionary who is also a doer.

Specific Characteristics include:

- Demonstrable commitment to graduate education that meets 21st-century challenges.
- Understanding of the importance of assessment and continuous improvement.
- Evidence of a clear vision of the future of graduate education, demonstrated by both leadership and scholarship.
- Understanding of technology as it applies to teaching, learning and academic research. Knowledge of active learning and online learning alternatives is desirable.
- Understanding of the needs of today's graduate students as they try to balance work, family and scholarship.
- Appreciation of the value of the history of a Historically Black and College and University.
- Record of successful cooperative leadership in a campus setting, evidenced by success in working with both faculty and administration in developing and implementing successful programs that have cross-campus and societal impact.
- Commitment to transparency in problem-solving and decision-making. Understanding of and support for shared governance.
- Ability to communicate orally and in writing.
- Ability to make tough decisions while retaining the respect of all constituencies.
- Transparent style that invites engagement and information sharing. The ability to welcome new ideas and graciously accept criticism.
- Unquestioned integrity and honesty.
- Strong sense of self, accompanied by a sense of humor.
- Understanding and ability to engage external constituents.
- Understanding and experience in fundraising and fund development.

THE APPLICATION PROCESS

The application package must include:

- A Letter of Interest that responds to the *Leadership Opportunities* and *The Position* sections of this profile.
- A current CV or resume.
- The names and contact information (telephone and e-mail) for five references, none of whom will be contacted until a later stage of the search or without the formal permission of the candidate.

The Bowie State University Graduate Dean Search Committee will begin reviewing and evaluating applications as they are received and will continue to accept and review credentials until a Dean is selected. To ensure fullest consideration, candidates are advised to submit their materials by **April 2, 2025**.

Applications should be in PDF format and submitted through the AGB Search Application Portal located here: [Bowie - Dean of the Graduate School Application Portal](#)

All inquiries, nominations, and applications will be received and evaluated in confidence.

Inquiries and nominations should be sent to: bowiegraduatedean@agbsearch.com or directed to Dr. Richard A. Wueste of AGB Search at richard.wueste@agbsearch.com

EEO Statement

Bowie State University is an equal opportunity employer.

Bowie State University is an equal opportunity/affirmative action employer. The University administers its programs, practices and procedures without regard to race, color, ancestry or national origin, disability, religion, age, sex (including pregnancy), marital status, sexual orientation, genetic information, gender identity/expression, covered veteran status or any other basis protected by federal or Maryland state law, as well as the University's non-discrimination policy. Please visit <https://bowiestate.edu/about/administration-and-governance/division-of-administration-and-finance/human-resources/documents/eo-non-discrimination-statement.php>



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