



Vice Provost of Graduate Education and Director of Graduate School

Position Profile

THE POSITION

President Brock Tessman and Executive Vice President and Provost Robert Mokwa are pleased to announce the launch of a national search for a Vice Provost of Graduate Education and Director of Graduate School (Vice Provost).

The Vice Provost will provide leadership, management and administration of graduate education and serve as director of the Graduate School. The vice provost will report to the Executive Vice President of Academic Affairs (Provost). The person hired in this position will lead transformation and growth of graduate education and will work with academic departments and college deans to achieve advancements in recruitment, retention and completion, and expansion of graduate education at the Master and Doctoral levels. The vice provost will serve as a champion for graduate education and will ensure the integration of graduate education and research in alignment with University priorities.

PRIMARY RESPONSIBILITIES

- Provide academic leadership to develop innovative, flexible academic programs and recruiting initiatives to grow graduate student enrollment and the academic and research enterprise at Montana State University;
- Manage and provide budgetary oversight of graduate tuition waivers and stipends;
- Provide enhanced opportunities for professional development and preparation of graduate students for careers in academic, government and industry sectors;
- Identify and cultivate new sources of funding through the promotion and development of partnerships and collaborations with industry, partner institutions, donors and government that will lead to increased resources for the University and employment opportunities for graduates;
- Support and collaborate with faculty to develop internships, fellowships and training grants that reflect University priorities;
- Review, propose and implement changes/revisions to policies and procedures to improve the operation of graduate programs and graduate student success to enhance the university's ability to attract and retain excellent graduate students;
- Leverage national and international agencies and foundations to assist in identifying potential sources of research and educational funding support for faculty and graduate students;
- Provide leadership, direction and management to the staff of the Graduate School; and
- Serve as a member of various university committees as directed by the provost.

STRATEGIC LEADERSHIP PRIORITIES

Montana State University seeks a strong and visionary leader who will collaborate with faculty, students, staff and senior university leadership in addressing the opportunities and challenges facing graduate education and will lead the university toward the following strategic priorities:

-  **Provide effective management, administration and leadership for graduate education**
The vice provost will make timely decisions, respond directly to issues of importance and will ensure the smooth operation of the Graduate School and graduate programs. The vice provost will effectively contribute to and enhance the tripartite land-grant mission of Montana State University.
-  **Foster a culture of continuous improvement**
The university's reputation is founded on its unique array of respected and high-quality academic and research programs. The vice provost will focus on continual enhancements of faculty-student engagement measures and work with leaders in the academic and research

units, deans and other vice provosts to continue advancements of graduate student persistence and degree completion efforts. The vice provost will communicate the value of graduate education to a broad constituency that includes students, colleagues, community members and Montana University System administrators.

✚ **Improve student retention and grow enrollment with an emphasis on student success**

The vice provost will lead initiatives and decisions to support steady growth in graduate student enrollments and will champion faculty-student engagement, mentoring, retention and timely graduation. A particular area of emphasis is the continued growth of graduate student enrollment including growth in PhD enrollment, professional master's programs, 4+1 master's degree opportunities and targeted doctoral programs.

✚ **Contribute to the University's mission**

The vice provost will advance the strategic direction of Montana State University by serving on the university's academic leadership team and on university committees under the direction of the Provost and President. The vice provost's contribution to MSU's future will be advanced through engagement with academic governance on the Provost's Academic Council, university governance on the President's Leadership Council and the University Council, and through positive interactions with other vice provosts, deans, vice presidents, the provost and the university president.

✚ **Build a bright future for Research, Graduate Education and Graduate Students**

To be successful, the vice provost will be an ethical, compassionate, creative, communicative, energetic and engaging leader—one who will join forces with the many constituencies of the university to build upon its national and international recognition. Personal integrity and a collegial style are required traits for this position.

REQUIRED QUALIFICATIONS

The successful candidate will:

- Have an earned doctorate from an accredited institution.
- Have an exemplary record of research/scholarship activities, teaching, administrative experience and service;
- Have a record of positive staff and personnel relations and interactions; and
- Qualify for tenure within an academic unit at the rank of full professor or associate professor.

ESSENTIAL QUALIFICATIONS AND LEADERSHIP CHARACTERISTICS

- A broad-based record of administrative and scholarly experience in research university settings, with direct supervisory experience for academic units, along with significant budget management experience;
- A strong ability to communicate effectively as exemplified by the candidate's writing, speaking and listening skills;
- Ability to foster teaching, research/scholarship, service and professional development of graduate students in a student-centered environment;
- Demonstrated understanding of and support for the broad range of graduate programs comprising the university and how they support the mission of a land-grant university;

- Demonstrated experience of leading with sound fiscal management;
- Demonstrated commitment to shared governance and collaborative leadership;
- Experience in dealing with multiple constituencies—internally and externally;
- A demonstrable record of developing external resources through fundraising, grants and contracts;
- A creative and approachable manner that kindles the innovative spirit of others;
- Evidence of leading transformational change and working well with others;
- Demonstrated accomplishments in innovative partnerships;
- Desire to share, support and successfully articulate the President's/Provost's vision for the strategic direction and administration of the University; and
- Evidence of commitment to the land grant mission.

MONTANA STATE UNIVERSITY (www.montana.edu/about)

Founded in 1893 as Montana's land-grant institution, Montana State University has established a national and international reputation for excellence in undergraduate and graduate education, high research activity and active community outreach and engagement in the colleges of agriculture; arts and architecture; business; engineering; education, health and human development; letters and science; and nursing. The university also boasts a very successful graduate school, library, honors college and a two-year college. Routinely listed by U.S. News and World Report as one of America's best buys for undergraduate education. Montana State's strategic plan, Choosing Promise (www.montana.edu/strategicplan/), establishes the university's goals and priorities, while emphasizing the strengths and responsibilities of the land-grant mission.

MSU is among the nation's top research universities with faculty that explore health and biomedicine; energy, the environment, transportation, engineering, agriculture, business and economics, the arts, computer and data science, cybersecurity, optics and photonics, the physical sciences, the humanities and the social sciences. MSU researchers are active in publishing and enthusiastic about sharing their work. Faculty take advantage of the ability to conduct pioneering research while providing learning opportunities to undergraduate and graduate students. In fiscal year 2025, MSU had \$288 million in research expenditures.

MSU has enjoyed strong state legislative support, an enrollment growth of about 24% over the past decade, exceptional growth in research expenditures and grants awarded, as well as partnerships with agencies and private benefactors who have fully funded the construction of several new buildings on campus for education and research. Currently under construction on campus are new buildings for nursing, a building for computer science and art technologies, and an on-campus hotel.

Montana State University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education since 1932.

Mission

Montana State University, the state's land-grant institution, educates students, creates knowledge and art, and serves communities by integrating learning, discovery and engagement.

Vision

Montana State University is as remarkable as its setting. Created as a land-grant institution, it is a welcoming, adventurous community of students, faculty and staff, distinguished by its commitment to address the world's greatest challenges. The university energizes individuals to discover and pursue their aspirations. It inspires people to engage with the university to improve the human prospect through excellence in education, research, creativity and civic responsibility.

Strategic Plan—"Choosing Promise" www.montana.edu/strategicplan/

The Montana State University strategic plan, called "Choosing Promise," articulates the university's strategic direction and guides colleges and departments with goals and priorities. It states the university's mission, vision and values. It also lists areas of intentional focus and goals, as well as metrics that will be used to measure progress toward those goals and the specific actions needed to help reach them. Faculty, staff, students and community members carefully consider the Montana University System's strategic plan as well as the accreditation process to ensure that the goals and metrics articulated in "Choosing Promise" move MSU forward.



SEVERAL RELEVANT MSU RESOURCES

Graduate education is a cornerstone of Montana State University's mission and reputation for excellence in research, innovation and applied learning. Montana State University is committed to preparing graduates for meaningful careers, advancing discovery that benefits society and supporting Montana's economic vitality through education and partnership.

Office of the Executive Vice President for Academic Affairs and Provost—

www.montana.edu/provost/

Administration— <https://www.montana.edu/data/about-msu/index.html>

Facts and Stats—www.montana.edu/opa/facts/quick19.html

Graduate School—www.montana.edu/gradschool/

Alumni Foundation—www.msua.org/s/1584/rd18/home.aspx

Mountains and Minds— www.montana.edu/news/mountainsandminds/

Museum of the Rockies—www.museumoftherockies.org/

CAMPUS SETTING—BOZEMAN, MONTANA (www.bozeman.net)

Montana State University is in the city of Bozeman, one of the fastest-growing small metropolitan areas in the United States, with a 2024 population of nearly 58,500. Bozeman and Gallatin County together are home to approximately 112,000 people. The region is renowned for its breathtaking mountain vistas, access to Yellowstone National Park and an active outdoor recreation culture. World-class opportunities for fly fishing, mountain biking, hiking, hunting, climbing and trail running are minutes from campus, while multiple downhill and Nordic ski areas offer some of the best winter recreation in the country.

A depth of cultural life, typically found only in much larger cities, matches the area's natural beauty. Bozeman supports a wealth of artistic organizations, including the university's world-class dinosaur museum, a symphony orchestra, opera, ballet, community theatre and numerous galleries. Bozeman is frequently ranked among the top ten most desirable places to live in the United States.

MSU faculty and students maintain deep research and creative ties to the Greater Yellowstone Ecosystem. Scientists study life at the microbial scale in Yellowstone's thermal features, explore wildlife ecology and life in extreme environments, and conduct avalanche and snow science research. The park's landscapes and unique natural features also inspire numerous artistic, design, and literary works by MSU faculty and students.

Bozeman's vibrant innovation ecosystem extends beyond the university, with a growing number of high-tech and optics-photonics companies founded by MSU alumni and faculty. This entrepreneurial energy, combined with the region's outdoor lifestyle and strong research culture, makes Bozeman a distinctive place to live, learn and create.

City of Bozeman—www.bozeman.net/

Bozeman Life—www.montana.edu/marketing/about-msu/bozeman/

Bozeman Convention and Visitors Bureau—www.bozemancvb.com/



NOMINATION AND APPLICATION PROCESS

Nominations, applications, and expressions of interest are welcome. Application materials must include 1) a letter of interest that responds directly to the position qualifications and Strategic Priorities listed in the Leadership Profile, 2) *curriculum vita* and 3) the names, addresses, telephone numbers and email addresses of five references (indicate your professional relationship with each). Please include your personal email and cell phone number. All candidate names will remain confidential, except for those individuals invited to campus interviews. Application materials should be submitted electronically to <https://jobs.montana.edu/postings/49094>. Nominations may be made by contacting the chair of the search committee, Dean Adams, at deanadams@montana.edu.

Montana State University is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference.

Montana State University makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To request an accommodation, contact the Office of Human Resources, PO Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; recruitment@montana.edu.

In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference, please complete the veteran's preference information located in the Demographics section of your profile.

MSU's Non-Discrimination Policy and Discrimination Grievance Procedures can be located on the MSU Website: [www2.montana.edu/policy/affirmative action/](http://www2.montana.edu/policy/affirmative_action/)