

## **Dean of Graduate Education for the School of Engineering**

The Dean of Graduate Education for the School of Engineering is a vital advocate and resource for School of Engineering (SOE) graduate students and post-doctoral fellows. She is the liaison between students, faculty, and administration on all aspects of graduate education including advising, professional development initiatives, and graduate education policies. The Dean oversees all SOE Graduate Education programs including the certificate and post-baccalaureate programs, and the Gordon Institute. She also serves as the SOE Title IX Coordinator and liaison to the Office of Equal Opportunity. The Dean is the Chair of the SOE Graduate Studies Council, which reviews all graduate education programs and makes recommendations regarding new initiatives for sustaining a supportive learning environment conducive to graduate student success. Each semester, the Dean reviews all graduate student transcripts to ensure students are making good academic progress towards their degree and works with advisers and department chairs to develop corrective plans for those students whom have had difficulty academically.

The Dean works closely with the SOE Communications and Marketing Staff, and the Office of Graduate Admissions, to promote all graduate programs and to ensure that the application process is responsive to applicants and is efficient for those faculty members whom determine admissions decisions. The Dean's graduate student recruitment initiatives include strengthening partnerships with professional organizations to promote SOE graduate programs to a diverse population of prospective students. The Dean reviews all graduate applications and provides final review and approval for accepted candidates. The Dean collaborates with faculty to develop grant proposals to fund graduate student programs and fellowships. The Dean tracks all data related to graduate applications, including matriculation statistics. She conducts data analysis to derive valuable insights into the growth of the SOE graduate programs.

The Dean works closely with SOE graduate students and the AS&E Graduate Student Council to ensure and improve the resources necessary to support graduate programs and graduate student life on campus. She also works collaboratively with the Tufts International Center and Center for Teaching and Learning to ensure the needs of the international graduate student population are met and the regulations impacting these students are communicated effectively.

The Dean organizes professional development events and industry-sponsored events to promote collaboration and opportunities for graduate student and faculty engagement. These events include the coordination of Graduate Open Houses, Virtual Admissions Information Sessions, and the Graduate Programs Ceremony during Commencement. The Dean also serves at the Co-Chair of the AS&E Graduate Research Competition Awards Committee.

The Dean maintains the repository of Graduate Policies and Procedures on the graduate faculty website to ensure the history and current status of all policies, relevant data, and processes are readily accessible to all SOE faculty.