



CLARK ATLANTA UNIVERSITY

Dean of Graduate Education



Clark Atlanta University (CAU) invites applications and nominations for the position of Dean of Graduate Education.

The Dean of Graduate Education (Dean) advances the university's efforts in delivering first-class graduate education programs at Clark Atlanta University (CAU). The Dean will expand the graduate degree portfolio at CAU and enhance the graduate environment for its students and faculty while providing the vision and leadership to take graduate education to the next level of excellence. Working with the Provost, the Vice President of Research and Sponsored Programs, the academic deans, and others, the DGE will assist the university in maintaining and elevating its status as the only private R2 HBCU in the nation.

The Dean reports to the Provost and is responsible for growing the scope and the quality of graduate education at CAU by working with the academic deans and department chairs to recruit quality graduate students and constantly striving to ensure that all programs adhere to the highest standards of instruction and research. The Dean will work with academic administrators to develop new graduate programs at the master's and doctoral levels and seek additional external grants for graduate student professional development and support.

The Dean will be a proven proponent of graduate education and will be able to articulate the value and importance of graduate education to the success of the university. The Dean will be a recognized leader and scholar who has a genuine desire to foster the pursuit of excellence in graduate education at CAU. The Dean will represent the graduate education interests of CAU at the national level and seek ways to elevate the stature and the renown of the university.

Clark Atlanta University is a private, coeducational, four-year university located in Atlanta, GA. It is designated by the Carnegie Foundation for the Advancement of Teaching as a "Doctoral University – High Research Activity." The University's students are engaged in 38 areas of study in four schools: Arts and Sciences, Business Administration, Education and the Whitney M. Young, Jr., School of Social Work. Clark Atlanta University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to offer bachelor's, master's, specialist, and doctoral degrees. Clark Atlanta University is known for its academic excellence, AA Division II sports teams, and its vibrant residential community. Clark Atlanta University is the largest United Negro College Fund (UNCF) member institution in the country and the largest private HBCU within the state of Georgia.

Clark Atlanta University

Clark Atlanta University is the result of the consolidation of two historically significant institutions: Atlanta University (1865) and Clark College (1869). Through 159 years, it has evolved into an impressive comprehensive research university that is urban in location, private in funding, coeducational and residential in character, and United Methodist Church-related in affiliation. It is classified by Carnegie as an R2 Doctoral University with High Research Activity. CAU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, educational specialist, and doctoral degrees.

CAU's main campus is situated on 126 acres about 1.5 miles from the heart of metro downtown Atlanta and has 33 separate buildings to house its academic, administrative, and student support services. CAU offers 40 major areas of study through four schools: Arts and Sciences; Business Administration; Education; and Social Work. The most popular undergraduate majors are business, mass media arts, biology, psychology, and criminal justice administration.



In the fall of 2024, the CAU's enrollment was 4,252 total students, 3,618 at the undergraduate and 634 at the graduate level. With 190 full-time faculty, the student to faculty ratio is 16:1. During the 2023-2024 academic year, CAU awarded a total of 595 degrees (430 Bachelor's; 137 Master's; and 28 Doctorates). The graduates of CAU successfully secure employment in the sectors of business, research, higher education, medical and healthcare, media and film, government service, and other areas.

CAU is proud to be the largest institution in the Atlanta University Center Consortium (composed of CAU, Morehouse College, Spelman College, and Morehouse School of Medicine). It is also the largest of the institutions among the 37 members which compose the United Negro College Fund institutions. As a private HBCU, it is set apart for its longstanding tradition of offering high quality undergraduate and graduate education to a predominantly Black student body. The first four-year liberal arts school in the country to serve a majority-Black student body was CAU, and it was the first institution in America to award graduate degrees to African Americans.



As a comprehensive university, CAU serves its students with a variety of curricula, co-curricular, and extracurricular activities. CAU participates in NCAA Division II athletics as a member of the Southern Intercollegiate Athletic Conference and fields 11 varsity sports teams, which all compete proudly as the CAU Panthers.

Mission

Building on its social justice history and heritage, through innovative teaching, research, scholarship, and service, Clark Atlanta University (CAU), a historically black university, transforms student lives and equips them for leadership in a global society.

Vision

Clark Atlanta University will have a cultural and transformative impact on future generations through thought-provoking research, innovative academic programs, and services and support.

Core Values

The University's core values are like a compass, a tool that guides the campus community in navigating uncertainty while keeping the big picture in mind. These values serve as the foundational steps the University will take towards achieving its strategic vision:

People: Create a culture of community and belonging that demonstrates/reflects a positive and equitable campus environment for all.

Respect: Honor the dignity and worth of all individuals as we foster a culture of service.

Innovation: Ignite new possibilities in research and advance knowledge that serves humanity.

Diversity: Embrace and support all forms of human differences, ideas, and global perspectives.

Excellence: Commit to high-quality standards and the quest for truth, in all we do.

Academics

The academic programs at CAU are organized into four schools:

School of Arts and Sciences

Within the School of Arts and Sciences, there are numerous academic programs including African Studies, Fashion, Biology, Chemistry, Physics, Cyber Physical Systems, English & Foreign Language, Humanities, Mass Media Arts, Mathematics, Music, Political Science, Psychology, Public Administration, Religion & Philosophy, Sociology, Criminal Justice, and Theatre & Communication Studies. In addition, CAU is home to a TV station, CAU-TV; a historic jazz radio station (WCLK); and one of the region's premiere art museums.



School of Business Administration

For more than 70 years, the School of Business Administration has flourished as America's major producer of Black MBAs. In 1974, the School of Business earned accreditation from the Association to Advance Collegiate Schools of Business (AACSB International). The School of Business Administration provides a quality program of business management education for young men and women throughout the world. The School's enrollment is comprised of one of the largest pools of African American business students in the nation, representing over 40 states and 30 countries.

School of Education

The School of Education (SOE) faculty, staff and students embrace their ambitious mission "to prepare highly competent, autonomous, critical-thinking, candidates for P12 schools and higher education settings serving diverse students". As a top-ranked and nationally accredited School of Education, SOE prepares equity-centered leaders who serve as highly credentialed educators, reflective practitioners, effective administrators and researchers who influence educational policies and practices relevant to underserved and resource challenged communities. The school has three departments: Counselor Education, Curriculum and Instruction, and Educational Leadership and offers the following degrees: Bachelor of Arts, Master of Arts, Specialist, and Doctor of Education.

Whitney M. Young, Jr., School of Social Work

The Whitney M. Young School of Social Work advances the ideals of economic and social justice, through an enriched curriculum, innovative research and transformative community engagement. With origins dating back to 1920, the school prepares culturally competent social work professionals guided by its unique legacy and Afrocentric perspective. Leveraging this convergence of culture and service, the School produces dynamic leaders in the field, who are committed to enhancing the well-being and equitable treatment of diverse individuals and communities; and driving good works for a better world. The School is the nation's first accredited school of social work at an HBCU and is named in honor of its first Dean, noted social reformer and civil rights leader, Whitney M. Young Jr.

School and Program Accreditations

- AACSB International - The Association to Advance Collegiate Schools of Business
- Council for Accreditation of Counseling and Related Educational Programs
- Council for the Accreditation of Educator Preparation
- Council on Social Work Education, B.S.W. and M.S.W. degree programs
- National Association of Schools of Public Affairs/Administration
- The Georgia Professional Standards Commission

Leadership

President George T. French Jr.



In 2019, George T. French Jr. became the fifth president of Clark Atlanta University. Prior to his appointment, French served for 14 years as the president of Miles College, making him one of the longest serving university presidents in the nation. A nationally recognized leader and influencer in higher education and educational policy, French has served three secretaries of education under two United States presidents as a congressional appointee to the National Advisory Committee on Institutional Quality and Integrity.

President French is a three-term board member for the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC); Chair of the Atlanta University Center (Clark Atlanta University, Morehouse College, Spelman College and Morehouse School of Medicine,) Council of Presidents; and chair of the Southern Intercollegiate Athletic Association Council of Presidents and member of the Metro Atlanta Chamber Board of Directors. President French also has served as a member of the national diverse council of Regions Bank since 2011. He received his B.A. from the University of Louisville, his J.D. from the Miles Law School, and his Ph.D. from Jackson State University. His awards include Birmingham Spotlight Man of the Year, NAACP Man of the Year, and the Higher Education Leadership Foundation Lifetime Achievement Award.

Under President French's leadership, CAU has exponentially exceeded all fundraising records in the history of the university; maintained stable enrollment in the midst of the global pandemic and developed corporate and community relationships to position the university for unprecedented growth.

Provost and Senior Vice President for Academic Affairs Dr. Charlene D. Gilbert

Dr. Charlene D. Gilbert serves as the Provost and Senior Vice President for Academic Affairs at Clark Atlanta University. As the institution's chief academic officer, Dr. Gilbert is responsible for the academic enterprise across the university. Her direct responsibilities include the University's four schools: the School of Arts and Sciences, the School of Business, the School of Education, and the Whitney M. Young School of Social Work. In addition, her portfolio includes the Office of Research and Sponsored Programs, Graduate Education, the Center for Cancer Research and Therapeutic Development, Online and Continuing Education, and the University Art Museum.



Since joining Clark Atlanta University on June 1st, 2023, Gilbert has focused on several key academic priorities including: Student Success, Faculty Success, and Operational Excellence. Her first set of initiatives have included a comprehensive Student Success Roadmap aimed at increasing completion rates and ensuring students are on track for graduation and post-graduation success, program planning for a new Student Success Building expected to be completed in 2026, and increased resources for faculty professional development.

Prior to joining Clark Atlanta University, Gilbert served as the Senior Vice Provost for Student Academic Excellence at the Ohio State University where her portfolio included: Undergraduate Education, Graduate Education, Academic Programs, the Student Success Research Lab, and Academic Programs.

Gilbert is the recipient of several awards and fellowships including the Rockefeller Media Arts Fellowship, the Harvard University Radcliffe Institute for Advanced Study Fellowship, the Kellogg National Leadership Fellowship award and the American Council on Education Fellowship. She earned a bachelor's degree from Yale University, a Master of Fine Arts degree from Temple University, and her Ph.D. from the University of Nebraska.

Graduate Education

The mission of the Graduate Education Office is to facilitate and support graduate programs and enable diverse learners to matriculate and graduate by collaborating with the various Schools to assist students in attaining mastery in knowledge, scholarly research, and creative skills critical to advance in their academic and professional careers.



Graduate Education, in collaboration with graduate academic programs, will improve and enhance student recruitment, retention, and graduation by providing educational services and support to develop graduates who will serve society and be recognized for excellence in global engagement and intellectual contributions.

Dean of Graduate Education

The Dean of Graduate Education, in collaboration with the academic deans and department chairs, shall advise and consult with the Provost on matters of graduate academic programming, policy decisions, program development, funding, and administration of graduate education. The Dean will ensure the general well-being of graduate students with respect to their standing, academic standards and requirements, and assist in the assignment of graduate research fellowships and teaching assistantships. The Dean will ensure that new policies and graduate programs are appropriately approved by entities described in the CAU Graduate Handbook.

Opportunities and Challenges

The next Dean of Graduate Education at CAU will be at the forefront of strengthening and invigorating the graduate programs of the university. This will be an outstanding opportunity for an established scholar to assist the university in advancing in the national rankings by building upon a long and rich history of quality graduate education at Clark Atlanta University. The Dean will promote graduate education locally and nationally and will champion the value of HBCUs in American higher education.

A worthy and attainable challenge for the position will be to expand graduate enrollment and degree offerings while maintaining the high academic standards of graduate education which have characterized Clark Atlanta University over the years. The Dean will serve a critical role in helping deliver the enrollment goals of the university as expressed in the current strategic plan: Destination 2028 – Transformative Excellence. They will work hand-in-hand with the Provost and the academic deans in fostering a spirit of collaboration around graduate education.

Key to the success for the new Dean will be the establishment and maintaining of transparent and open lines of communication across campus. The frequent sharing of information about grant opportunities, developments at the national level around graduate education, and creative ideas regarding possible new interdisciplinary degrees will create additional options for research and grant funding that will benefit the whole university.

Another significant opportunity will be the chance to further a sense of belonging for graduate students as they negotiate their academic, research, and social roles in the university. This feeling of support and belonging will result in a more cohesive and productive graduate student population. Cooperating with the academic chairs and deans, the Dean of Graduate Education will cultivate an inclusive and diverse environment where diverse opinions, backgrounds, and graduate topics will produce superior outcomes.

As CAU gains in national stature and reputation, graduate education will be an ever more important component of the university. The individual holding the position of Dean of Graduate Education will play a significant role in shaping the future of Clark Atlanta University.

Position Responsibilities

- Serve as the spokesperson and face of Graduate Education at CAU and beyond. The Dean will communicate openly and frequently to ensure that all aspects of graduate education are known and appreciated by all at the university.
- Oversee the management of the administrative and financial aspects of Graduate Education, including but not limited to personnel supervision, policy and procedure management, graduate student support, and budget development and management.
- Enhance the culture of graduate education so that graduate students have a strong sense of belonging and are recognized and appreciated.
- Increase the annual number of graduate degrees awarded by increasing graduate enrollment, retention, and progression of graduate students.
- In accordance with the University's new strategic plan, help grow graduate enrollment to 1,000 by 2028.
- Maintain the cadre of graduate faculty at CAU by reviewing nominations by deans for membership in the graduate faculty and making recommendations to the Provost.
- Explore new degree program development and on-line opportunities with an emphasis on doctoral programs.
- Work with academic administrators and the VP for Research and Sponsored programs to promote and facilitate peer-reviewed publications and extramural grant activities for graduate students and faculty.
- Advocate for and spearhead the securing of additional funding for teaching assistantships and research assistantships through graduate training grants and extramural research grants.
- Move graduate education in a direction congruent with CAU's strategic plan and goal of becoming a Very High research activity institution.
- Ensure the well-being of graduate students and enhance their success through professional development, periodic training workshops, and retention efforts.
- Oversee the operation and promotion of the Dr. Bettye M. Clark Graduate Resource Center.
- Serve as Activity Director of Title III Activities designed to provide graduate support services.
- Perform related and assigned duties and responsibilities as appropriate.

Knowledge, Skills, and Abilities

- An earned doctorate from an accredited university with evidence of distinguished teaching, research, and service record that would merit appointment as a tenured professor at CAU.
- 5-7 years of administrative experience at the graduate level.
- 3-5 years of experience teaching at graduate level with online teaching experience desired.
- 5-7 years administrative/management/supervisory administration.
- Familiarity with current best academic practices for graduate education and knowledge of graduate education learning environments.
- Knowledge of strategic planning, budgeting, and resource allocation.
- Knowledge of current practice in graduate instruction as well as supervision of theses, conceptual papers, dissertations, and other special reports produced by graduate students.
- Proven track record in developing and implementing innovative graduate academic programs.

- Solid experience in using data for program planning, program closings, innovation and development of new graduate programs.
- Proven ability to plan, organize, and successfully execute the operations of an academic unit.
- Excellent written and verbal communication skills, including strengths in managing interpersonal relationships.
- Impeccable integrity and a commitment to excellence.

Nominations and Applications

AGB Search is pleased to assist Clark Atlanta University with this leadership search.

To apply for the Dean of Graduate Education, candidates are requested to submit i) a curriculum vitae or resume; ii) a letter of interest that addresses the qualifications and attributes in the profile; iii) contact information for five references (to be contacted at a later date with the candidate's permission). For best consideration of applications, all materials should be submitted **by December 13, 2024**, to the AGB Search Portal: [Clark Atlanta University Dean of Graduate Education](#).

Nominations and expressions of interest in the Dean of Graduate Education position are encouraged. Please direct them to CAUDeanGradEducation@agbsearch.com or to the AGB search consultants listed below.

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Clark Atlanta University values diversity and is an AA/EEO/ADA Employer

