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<b>Approving authority</b>	Vice Chancellor
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Performance%20Management%20of%20Academic%20Managers.pdf">http://policies.griffith.edu.au/pdf/Performance Management of Academic Managers.pdf</a>
<b>TRIM document</b>	2017/0000435
<b>Description</b>	This position statement describes the role and responsibilities of the Dean (Griffith Graduate Research School).

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#### Related documents

[Performance Management of Academic Managers](#)

[Griffith Research Plan](#)

[\[Role\]](#) [\[Responsibilities\]](#)

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## 1. ROLE

The Dean (Griffith Graduate Research School) provides leadership in the development and implementation of policies regarding all aspects of graduate research training, and maximises the position of the University in research training and attracting high quality higher degree by research (HDR) students.

The Dean (Griffith Graduate Research School) reports to the Senior Deputy Vice Chancellor.

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## 2. RESPONSIBILITIES

### 2.1. Principal Accountabilities

- Provide leadership in the development and implementation of policies regarding all aspects of graduate research training.
- Maximise the position of the University in research training, as expressed in terms of funding, prestige and impact, both nationally and internationally.
- Develop procedures to promote high continuation rates and early completions in research training, relative to best practice.
- Lead initiatives to recruit high quality HDR students, domestic and international, in collaboration with the Academic Groups and other relevant support units in the University.
- Participate in the development of research training programs with external agencies.
- Develop and implement training programs for all higher degree by research students, with particular attention to skills in communication, numeracy and project management.
- Promote discussions on future directions of research training in the University.
- Develop and implement training programs for HDR supervisors in conjunction with the Centre for Learning Futures.
- Introduce and maintain effective quality assurance programs for the annual assessment of key aspects of research training, including orientation, supervision and career development.
- Promote activities to enhance the pastoral care of HDR students.
- Prepare regular reports and related documentation on the University's performance in research training for internal and external purposes.
- Liaise with other offices of the University on matters of research training, including marketing, space, resources, health and safety, intellectual property, industry linkages, DEEWR reporting.

- Liaise with external agencies and industries (eg DEEWR, Education Queensland, Corporate Training) on matters of postgraduate education.
- Represent the University on external bodies and undertake other functions as may be requested from time to time by the Vice Chancellor and Senior Deputy Vice Chancellor.

## **2.2. Responsibilities and Line Management**

The Dean, Griffith Graduate Research School will:

- lead development of policy and strategies for providing high quality research training and attracting high quality HDR students.
- serve as Chair of the Board of Graduate Research.
- serve as Acting Senior Deputy Vice Chancellor when required.
- recommend to the Senior Deputy Vice Chancellor on the award of higher degrees, matters of strategic planning, and issues requiring solution.
- handle negotiations regarding disputes and appeals related to all aspects of research training, as referred to the Senior Deputy Vice Chancellor.
- maintain an active dialogue with the senior management of the University and academic elements.
- exercise line management for the Griffith Graduate Research School as required.

The Dean, Griffith Graduate Research School is, ex officio, a member of the:

- Academic Committee
- Board of Graduate Research (Chair)
- Research Committee (Deputy Chair)
- Learning and Teaching Committee.