

## Potential List of Responsibilities for Graduate Directors

### Within Departments:

- Maintain close contact with the graduate secretary. Know that person's responsibilities and how the job is structured within your department.
- Know the details of the department's *Graduate Handbook*. Make any relevant updates to the department's *Graduate Handbook* based upon yearly updates provided by The Graduate School as well as changes voted on by the department. Make faculty aware of changes in policies and procedures.
- Make sure the graduate program website is updated.
- Serve as a mediator and problem solver in conflicts between faculty and graduate student.
- Help students resolve and deal with a range of academic and personal problems.
- Sign off on numerous documents: graduate forms, forms (often online) that are the result of changes in programs or funding; grant forms; travel authorizations for graduate students who present at/attend conferences; etc.
- Monitor the assigning of graduate courses in the department.
- Monitor the assignment of assistantships in the department and know the assistantship budget.
- Make sure letters of appointment and reappointment are made to students by the university deadlines. Know the templates for appointments and what information you can or should add to them.
- Read the GEU contract and understand your responsibilities related to it.
- Know how much money your department receives from your college in Graduate Office Fellowship dollars and what that money can be used for, as well as the deadlines for using it.
- Be familiar with the metrics of your graduate program (using GradInfo and OPB data).
- Be familiar with your department's assessment plan for your graduate programs, and monitor and make changes where needed.
- Convene meetings with the department's graduate committee regarding a host of issues such as admissions processes, updates to *Graduate Handbook*, discussions about graduate student annual performance, etc.
- Attend advanced degree graduation ceremonies (at minimum, spring convocations for advanced degrees).

### Pertaining to Graduate Students in the Program:

- Understand GradPlan and GradInfo and know your role in approving students forms in the system.
- Send to graduate students any relevant information regarding graduate education from the department and The Graduate School.
- Convene graduate student orientation session before fall classes start.
- Participate in new faculty orientation or mentoring to make sure they know the policies and procedures relating to graduate students, as well as best practices in mentoring.
- Convene workshops that address RCR and underscore that the graduate students update their hours and log into GradPlan by the appropriate deadlines.

- Meet with all first year students, at least once a semester, to make certain that they are following the department's graduate program.
- Endorse and nominate graduate students for external fellowships (verification of progress in the program) and internal fellowships (CSS Scholars Program, DCFs, etc.). Know what fellowships are available and make sure students know internal deadlines.
- Make certain that at the end of every spring semester, all students in the program submit a concise self-assessment statement (approximately 500 words).
- Make sure that annual progress reports are done for every graduate student enrolled in the program, and make sure students and faculty know who is responsible for them and what process they should follow. These progress reports can be based upon the information in students' files, the self-assessment that the students compose themselves, updates and letters from students' major adviser, feedback from the department's graduate committee, evaluations from professors in the department for whom they have worked as teaching and research assistants, and other relevant academic performance measures, such as honors, publications, fellowships, and grants. Students get these letters and they are placed in files.
- If necessary, write extension requests for students who have been delayed in their progress. Also, seek approval for students that want to add an outside person to their committee. Know the procedure for making these requests.
- Organize professional development workshops for students.
- Work with your graduate student association, and make sure they are sending an elected representative to COGS meetings.

#### Recruitment of New Students

- Know who is responsible for recruitment. If not you, pass on university information about deadlines for fellowships and offers.
- Understand how GAMS works from the beginning of an admit packet to processing accepted students.
- Know deadlines for nominations for university and college fellowships and understand what makes a successful nominee.
- Correspond with recruits.
- Schedule recruitment events.
- Know who sends the letter of offer to new students, and understand what makes a good letter.
- Get information to newly admitted students.

#### UNIVERSITY LEVEL:

- Know and understand university policies and procedures as they relate to graduate students (academic issues, grievances, misconduct, ACA accommodations, data, research regulations, mentoring, etc.).
- Maintain a good relationship between the department and the Graduate School and the Director of Graduate Studies in one's college.

- Attend Graduate Director/Program Director meetings convened by the Associate Dean of Graduate Studies in one's college. Updates about graduate stuff in the college and University.
- Attend events organized by the Graduate School, including orientations, networking events, and trainings for online graduate systems.
- Initiate and then help move through the system changes in graduate courses and curriculum.