

POLICY ON GRADUATE COORDINATOR/DIRECTOR

This policy is intended to provide a guide to appointment, responsibilities, and evaluation of Graduate Coordinator/Director.

I. DEFINITIONS AND RESPONSIBILITIES

1. The Graduate Coordinator/Director is a tenure-track or tenured faculty member who is responsible for the leadership of the graduate program within a department or school.
2. Appointment as a Graduate Coordinator/Director is an instructional assignment. The specific amount of assigned time, if any, will vary with the size and complexity of the program.
3. The responsibilities of the Graduate Coordinator/Director are to be determined by normal departmental or school procedures. Responsibilities, under the supervision of the department chair or appropriate administrator, typically include but are not limited to the following:
 - a) act as liaison with the Division of Graduate Studies to remain current on policies and procedures
 - b) supervise and coordinate the graduate program including signature authority with the department chair for all graduate program matters
 - c) serve as chair of the program graduate committee
 - d) lead marketing and recruitment efforts for the graduate program
 - e) liason with potential employers
 - f) provide initial graduate student advising
 - g) track all students in the graduate program
 - h) maintain graduate program/departmental student records
 - i) write and maintain catalog copy for graduate program
 - k) lead graduate program planning and curriculum development
 - l) handle inquiries and communication with prospective graduate students
 - m) handle graduate student petitions and appeals
 - n) coordinate procedures for admission or denial of graduate program applicants.

II. NOMINATION PROCEDURE

1. Assignments to Graduate Coordinator/Director shall be made in accordance with departmental and/or school procedures.
2. All assignments to Graduate Coordinator/Director shall be confirmed by the department chair (if the coordinator assignment is in the department) and by the school dean using the Graduate Coordinator/Director Appointment Form to the Dean of the Division of Graduate Studies.

III. QUALIFICATIONS

Assignment to Graduate Coordinator/Director shall require that the individual shall

- a) be a full-time tenure track or tenured faculty member
- b) be a member of the Graduate Faculty Group
- c) possess consistent teaching, research, and/or advising experience in a graduate program.

IV. EVALUATION

Department chairs or the appropriate administrator shall prepare a written assessment of the performance of the Graduate Coordinator/Director at the end of each academic year. This evaluation shall be placed in the Open Personnel File of the Graduate Coordinator/Director.

Approved by the Academic Senate April 1999
Approved by the President May 1999