

**GRADUATE COORDINATOR/DIRECTOR
Official Appointment Notification**

The following individual has been appointed to the position of Graduate Program Coordinator/Director in accordance with APM 122,
<http://www.fresnostate.edu/academics/aps/forms-policies/apm/100.html>.

Name of Appointee _____

Tenured or Tenure Track

Employee ID# _____

Appointment begins _____
Effective date

Appointment period, _____ years.

Interim appointment only, expires _____ (date)

Number of units of assigned time (If any) _____

Office Phone _____ Dept. Phone _____ Mail Stop _____

Office Room Number _____ E-mail _____

Department _____

Graduate Program/Option _____

External/Special Session Program* Yes No

In addition to routine coordinator/director functions, the following special goals have been proposed for this assignment:

ELECTRONIC ADMISSIONS:

(complete only if the Graduate Coordinator is assigning to a staff member)

The Graduate Coordinator will be supervising the following staff member who has student records security clearance to provide admissions and related staff level functions for the graduate program.

Name _____ **Staff ID#** _____

Staff member access: Review applicants only Review applicants and enter admission decisions

Note: Only one person, either the coordinator or the designated staff member can be authorized to enter admission decisions.

Appointee's signature _____ Date _____

Department Chair's signature _____ Date _____

College/School Dean's signature _____ Date _____

Return completed form to the Division of Graduate Studies, MS/ML51

* Names of coordinators appointed to direct off campus/special sessions programs are also forwarded to the Associate Vice President, Division of Continuing & Global Education.