

DIRECTOR of GRADUATE STUDIES RESPONSIBILITIES

UNIVERSITY OF TENNESSEE, KNOXVILLE

Director of Graduate Studies – Each academic department or program has designated a tenured or tenure-track faculty member who is the director of graduate studies. This individual, with the assistance of the other graduate faculty, is responsible for the administration of the graduate program(s) in the department/unit and also serves as the contact person with the Graduate School. (*Graduate Catalog*)

Directors of Graduate Studies have oversight responsibility for graduate program administration. However, in order to complete the necessary tasks, the Graduate School recognizes the important role department heads, program directors, graduate faculty, and administrative assistants have in managing and assisting with graduate programs.

1. Serves as liaison between the department and Graduate School in matters related to graduate education
2. Serves as primary contact with prospective students, departmental graduate faculty, college, graduate and international admissions, and graduate school regarding questions posed about the departmental graduate program(s)
3. Oversees graduate student application process within department/programs
4. Manages the recruiting and admission process for graduate students and coordinates the department/program graduate marketing materials; handles or coordinates with appropriate professional staff, prospective graduate student inquiries, campus visits, correspondence and application review
5. Monitors admission policies for all graduate students (domestic and international)
6. Monitors noted deficiencies of admitted graduate students
7. Registers international graduate students for SPEAK test and monitors scores; monitors evaluation and observations of students with probationary scores on SPEAK test.

8. Oversees departmental/program orientation of new graduate students
9. Attends Directors of Graduate Studies Workshops held by UTK Graduate School
10. Ensures new GTA's are notified of and registered for attendance at Graduate School Orientation during fall semester
11. Enters admission decisions in NOLIJ
12. Provides timely communication with graduate students regarding available Fellowships offered in the Graduate School (see Graduate School Website for information)
13. Manages GA and fellowship appointment process and responsibilities
14. Oversees and advises on graduate teaching assignments
15. In conjunction with faculty advisors, ensures graduate students are aware of and meet established deadlines for timely graduation (see Graduate School Website for dates)
16. Approves and signs Admission to Candidacy Form
17. Provides academic leadership in the department for graduate program curricula
18. In conjunction with graduate faculty, engages in strategic planning regarding graduate issues
19. Oversees the annual progress/evaluation of graduate students within their respective programs
20. Notifies students and Graduate School of probation and/or dismissal from graduate program
21. Ensures the graduate portion of the department website and college website are up to date
22. In conjunction with the department head, engages in budgetary planning regarding assistantships and graduate program needs

23. Develops and annually revises the *Department/Program Graduate Handbook* according to the template provided by the UTK Graduate School. Provides the Graduate School with an updated hard copy of the handbook by the first day of classes for each fall semester
24. Tracks and monitors comprehensive exam process and progress of graduate students
25. Maintains list of all graduate degrees awarded in the department (name, title, year, advisor, years in program)
26. Oversees data collection regarding graduate program's productivity (e.g. NRC survey and others) inclusive of graduate alumni data and assistantship allocation data
27. Coordinates in conjunction with graduate faculty, the evaluation of Graduate Teaching Associates, Graduate Teaching Assistants, and Graduate Research Assistants