Over the summer, a group of Directors of Graduate Studies and Administrative Contacts discussed the existing DGS Roles and Responsibilities document available on the website. As that document had not been updated since 2010, it seemed appropriate to audit the content of the document and revise, as necessary. The following material is a version of the DGS Roles and Responsibilities crafted by the Graduate School, based on definitions within the Graduate Catalog and the expectations of the Graduate School.

Definition

According to the Graduate Catalog, the following is the definition of the 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 in the department, is responsible for the administration of the graduate program(s) in the department and also serves as the contact person with the Graduate School.*

Roles/Responsibilities

The following responsibilities are defined within the context of three major roles: Communicator, Enrollment Manager, and Student Navigator.

Communicator

The Graduate School relies upon the Directors of Graduate Studies as a key link in a communications channel between the Graduate School and the graduate students and faculty. In order to provide that communication, Directors of Graduate Studies will:
• provide timely communication to the graduate students and faculty regarding funding opportunities, training opportunities (workshops, talks, symposia, etc.), graduation deadlines, policy updates, and other information provided by the Graduate School on a regular basis.

• notify new students of the New Graduate Student Orientation sessions.

• notify new graduate teaching assistants and graduate teaching associates of the New GTA Orientation and provide a list of these attendees to the Graduate School.

• serve as a point of contact for the Graduate School related to students facing academic probation and/or dismissal from the graduate program.

• ensure that the graduate portion of the department website is up-to-date. Additionally, work with the college to ensure that the college website has up-to-date information.

**Enrollment Manager**

The Graduate School relies upon the Directors of Graduate Studies to assist the Graduate School in managing the enrollment of graduate students from recruitment, to admission, and eventually, to graduation. In order to serve in that capacity, Directors of Graduate Students will:

• manage the recruiting and admission process for graduate students, coordinating with the Graduate School and appropriate college and departmental personnel to facilitate recruitment and admission.

• provide academic leadership in the department for graduate program curricula.

• oversee the graduate student application process within department/ programs.

• ensure that admissions decisions are entered into ADMIT in a timely fashion.

• work within the department structure to ensure policies are followed in the appointment and advising of graduate assistants.
• approve and sign all necessary graduation forms, such as the Admission to Candidacy.

Student Navigator

The Graduate School relies upon the Directors of Graduate Studies to be a resource for students needing assistance on a variety of issues related to graduate programs, including: admission, enrollment, and graduation. In order to serve in that capacity, Directors of Graduate Students will:

• serve as primary contact with prospective students, departmental graduate faculty, their college, and the Graduate School regarding questions posed about graduate program.

• oversee the annual progress/evaluation of graduate students within their respective programs.

• ensure that international students register for the ITA Testing program and oversee the progress of students with probationary testing scores.

Additional Activities

In addition to the above roles and responsibilities, the Graduate School relies upon the Directors of Graduate Studies to provide data and materials for assessment. The following are the types of data/materials expected:

• Graduate Handbook, annually revised; PDF copy provided electronically to the Graduate School by the first day of class each fall semester

• Evaluations of graduate teaching associates, graduate teaching assistants, and graduate research assistants

• Data as requested by the college or Graduate School on matters specific to graduate education