

Description of Responsibilities of and Resources for Graduate Program Directors

Most graduate programs in departments and institutes are led by a Graduate Program Director, who is central to the success of these programs. Directors of graduate programs work with the graduate faculty, the chair or director of the academic unit, and the Graduate School to develop graduate curricula and courses, recruit and facilitate the admission of graduate students, manage graduate assistantships, and mentor graduate students. They may also develop and manage the budget for the academic unit's graduate program, promote scholarship, and serve on the Graduate Council. Directors of graduate programs coordinate these efforts with the chair or director of their department or institute. (Brief version from *Faculty Handbook*)

The Graduate School, Baylor University

The position of graduate program director (GPD) is central to the success of that graduate program. This document outlines the general responsibilities and duties of a GPD and addresses the resources (including remuneration) that should accompany these responsibilities. The GPD coordinates these efforts with the chair or director of that department or institute.

Administrative Responsibilities of Graduate Program Directors

Program Curriculum and Courses

- work with graduate faculty to develop curriculum and courses
- stay abreast of developments in the discipline and guides program accordingly
- enhance program by monitoring and improving applicant quality, time to degree, annual number of graduates, etc.
- maintain Graduate Catalog materials as pertains to program
- maintain program's web site

Recruitment

- develop and distribute recruiting pamphlets, poster, other materials
- attract, identify candidates via posters, correspondence, GRE Search, McNair Scholars Program, Gradschools.com, etc.
- staff program booths at conferences
- travel to other campuses as necessary to recruit
- speak to groups of prospects
- respond to inquiries from prospective applicants
- follow-up, nurturing of prospects via mail, phone, sponsor campus visits (recruitment weekends, etc.)

Management of applications

- receive reference letters
- bring completed applications to departmental admissions committee
- tap supplemental funds available through Graduate School for strong applicants
- follow through with admission recommendations to Graduate School
- extend financial offers to accepted applicants
- maintain all graduate student records
- facilitate arrival of matriculating students by providing information regarding housing, registration, financial arrangements, I-9 forms, etc.

Management of Graduate Assistants

- assign duties to graduate assistants (scheduling of teaching, research, other services)
- assure that graduate assistants are adequately trained to fulfill their assignments
- assess work performance of graduate assistants

Mentoring

- provide orientation (both academic and social) for incoming students
- serve as resource for academic advisement, especially before major professor assumes this role
- oversee constitution of students' advisory committees
- provide information regarding internship/practicum arrangements
- oversee administering of qualifying exams, oral exams, internship and practicum exams
- oversee dissertation/thesis process in program
- provide information regarding employment opportunities following graduation
- serve as advocate of graduate students, individually and collectively, within program, assuring fairness of treatment; involves interaction with program's representative to the Graduate Student Association
- responsible for discipline/sanctioning of graduate students

Budgetary

- develop and submit stipend and tuition budget to Graduate School
- argue needs for additional graduate assistant positions and for increased funding
- manage graduate budget
- process stipend and tuition authorizations in timely fashion, keeping graduate assistants apprised of this process

Promotion of Scholarship

- serve as an example of scholarship by publishing regularly and with students when advisable

- serve on thesis committees (and dissertation committees where applicable)
- provide information about grants suitable for graduate students
- encourage graduate-student participation in professional meetings
- assist in securing funding for graduate students to participate in professional meetings
- pursue assorted activities, such as organizing academic symposia

Representative of Program in Various Forums

- within the University:
 - advocate graduate education in a generally undergraduate environment
 - serve as member of Graduate Council
 - serve as member of Doctoral Advisory Council (if in a doctoral program)
 - serve on standing and *ad hoc* committees of Graduate School
- beyond the University:
 - participate in regional and national meetings

Other Responsibilities

- support any other activities appropriate for enhancing the graduate program

Resources for Graduate Program Directors

In order to attract and retain capable faculty who will pursue the above responsibilities enthusiastically, certain resources must be provided. The level of resources made available to GPD should vary by the size and complexity of the graduate program, just as it does for department chairs.

Resources for service as GPD may include the following:

- an administrative stipend,
- a reduction in other responsibilities (teaching, service , but not in scholarship because the GPD ought to serve as a model) is appropriate
- assignment of a program assistant to process correspondence, forms, manage files, etc.

Appointment and Evaluation

Appointment of the GPD is made by the Provost upon the recommendation of the dean of the school or college in consultation with the chair of the department. For institutes, the director of the institute generally serves as the GPD.

Appointment as GPD is usually for a term of 3 years, although the GPD may be removed at any time within the term.

Renewal of the appointment is at the pleasure of the dean. Decision to renew is based on annual evaluations submitted by the department chair and the Dean of the Graduate School to the dean of the college or school in which the department is located. Evaluation criteria are described in the "duties and responsibilities" section of this document.

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