

## SUMMER

<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Review departmental <u>application deadlines</u> for the next year and inform the Graduate School of any changes. <ul style="list-style-type: none"> <li>○ Is your deadline competitive with peer and aspirant schools?</li> <li>○ Update graduate website. Your best prospects apply during the fall semester.</li> </ul> </li> <li>• Review your program’s website, print media, and communication plan.</li> <li>• Continue adding to your prospective student list via the GRE and TOEFL Search Services <ul style="list-style-type: none"> <li>○ If you used the GRE or TOEFL Search Service in the past, assess its effectiveness and adjust the search criteria if needed.</li> </ul> </li> </ul>	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Keep in touch with new students, welcoming them to Baylor and Waco. <ul style="list-style-type: none"> <li>○ Point them <a href="#">to this page</a> for useful information about Baylor</li> <li>○ Be especially mindful of the arrival of international students</li> <li>○ Consider referring admitted ESL students with low TOEFL scores in speaking subcategory <a href="#">English for Academic Purposes (EAP) course</a>.</li> </ul> </li> <li>• Update Slate: <ul style="list-style-type: none"> <li>○ Mark those who plan to enroll for summer or fall.</li> <li>○ For ongoing admissions, enter results in Slate as soon as decisions are made for each applicant.</li> <li>○ All applicants, both Accepts and Declines, need to receive official notification.</li> </ul> </li> <li>• If you plan to invite prospective students to campus this Fall, request recruitment funds by submitting the <a href="#">Initial Request Form</a>, found on the Graduate School’s website, to Tosha Hendrickson by <u>December 20<sup>th</sup></u>.</li> </ul>
<p><b>Professional Development / Student Life</b></p> <ul style="list-style-type: none"> <li>• Review Spring evaluations of TORs and lab instructors</li> <li>• Update list of TORs and Lab Instructors in Graduate Student Benefits Database for Summer.</li> <li>• Notify new TORs about SET &amp; TOR Training (TORT) requirements for Fall.</li> <li>• Encourage new students to attend New Graduate Student Orientation (co-sponsored by GSA and The Graduate School)</li> <li>• Plan departmental new-student orientation and welcome back events for the week before fall classes.</li> </ul>	<p><b>Departmental Leadership</b></p> <ul style="list-style-type: none"> <li>• Assign or delegate communication if you are not available in summer.</li> <li>• Recruit good faculty mentors for TORs, RAs and GAs.</li> </ul> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• Attend GPD required training offered by Office of the Provost</li> <li>• Ensure that program assistant has produced all stipend and tuition allocation forms . . . critical to grad students for “smooth sailing” through financial settlement.</li> </ul>

## EARLY FALL

<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Take stock of the matriculating cohort; consider what worked and what didn't, and how to revise for next round of recruiting.</li> <li>• Contact Chris Rios and Tosha Hendrickson to discuss recruitment plan.</li> <li>• Consider sending letters of acknowledgment to recommenders (they will appreciate your note and may encourage future students).</li> <li>• Plan Recruitment initiatives and timetable.</li> <li>• Using the GRE and TOEFL Searches Services, CUR lists, and McNair Scholars. Develop mailing lists for your e-mail and phone campaigns.</li> </ul>	<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Review admission and application deadlines. Make updates as needed and notify Graduate Admissions of any changes.</li> <li>• Communicate with relevant faculty about the coming year. <ul style="list-style-type: none"> <li>○ Which faculty need Slate access?</li> <li>○ Send a list of those that need access to Tosha Hendrickson.</li> <li>○ Does your program involve an admissions committee?</li> </ul> </li> </ul>
<p><b>Professional Development / Student Life</b></p> <ul style="list-style-type: none"> <li>• Make sure all TORs and Lab instructors are listed correctly in Graduate Student Benefits Database by the deadline for reporting and purposes.</li> <li>• Match new TORs and RAs with mentors – make sure new TORS sign up for 5 SET. If you have a departmental course, work with the Alanna Martinez.</li> <li>• Provide leadership for your own department's orientation and welcome events.</li> <li>• Seminars for Excellence in Teaching (SET): Required for new TORs, open to all graduate students and faculty. <a href="http://www.baylor.edu/graduate/SET">www.baylor.edu/graduate/SET</a></li> <li>• Prior to the 12<sup>th</sup> class day, confirm your Graduate Student Benefits Database submission is correct.</li> <li>• Consider taking your GSA rep and alternate to lunch to emphasize their leadership role and its importance to your department.</li> </ul>	<p><b>Departmental Leadership</b></p> <ul style="list-style-type: none"> <li>• Plan and prepare budget requests from the university.</li> <li>• Work with department chair to implement vision; including determining composition of departmental Graduate Committee.</li> <li>• Review Curriculum.</li> <li>• Involve Faculty in new student welcome events.</li> <li>• Develop your administrative plan for the academic year; identify issues for consideration by program grad faculty; budgetary matters; others?</li> <li>• Revise Catalog copy to reflect curricular changes</li> <li>• Consider adding new Graduate Faculty.</li> <li>• Offer faculty development for new dissertation or thesis mentors</li> <li>• Attend Fall Graduate Council Meeting.</li> </ul> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• Audit Graduate Faculty Lists. Send any updates to Tosha Hendrickson</li> <li>• Attend GPD training if you didn't attend in June</li> <li>• Planning graduate budget for stipends and tuition . . . anticipate graduations, number of new students budget can accommodate; develop rationale for any increases you anticipate requesting</li> <li>• Pre-registration of continuing grad students</li> </ul>

## LATE FALL

<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Continue recruiting and admission activities. Your best prospects apply during the fall semester.</li> </ul>	<p><b>Professional Development / Student Life</b></p> <ul style="list-style-type: none"> <li>• Consider assembling TORs or Lab instructors for brown bag or other opportunity to talk about their teaching.</li> <li>• Sign up for Spring SET seminars.</li> </ul>
<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Plan for your best applicants to visit campus; plan or consider hosting a prospective student weekend. <ul style="list-style-type: none"> <li>○ Initial Request Form due to Tosha Hendrickson by December 20<sup>th</sup>.</li> <li>○ Detailed Request Form due to Tosha Hendrickson by February 28<sup>th</sup> (or as soon as you know the names of the attendees).</li> <li>○ <a href="http://www.baylor.edu/graduate/facultystaff/index.php?id=860291">http://www.baylor.edu/graduate/facultystaff/index.php?id=860291</a></li> <li>○ Contact Alana Schaeper or Amanda Clayton to request SWAG bags for the applicants you invite to campus.</li> </ul> </li> </ul>	<p><b>Departmental Leadership</b></p> <ul style="list-style-type: none"> <li>• Look ahead to Spring tasks</li> </ul> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• Submit revised copy for Graduate Catalog to Graduate School.</li> <li>• Try to avoid changes in website materials after this date to eliminate confusion for prospective students</li> <li>• Update Graduate Student Benefits Database with updated TORs/ RA assignments for Spring.</li> <li>• Review grades of graduate students with department chair and Graduate School. The minimum GPA for graduate students is 3.0.</li> </ul>

## EARLY SPRING

<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Hold prospective student events, inviting top applicants to campus</li> <li>• Detailed Request Form due to Tosha Hendrickson by February 28<sup>th</sup>. <ul style="list-style-type: none"> <li>○ <a href="http://www.baylor.edu/graduate/facultystaff/index.php?id=860291">http://www.baylor.edu/graduate/facultystaff/index.php?id=860291</a></li> <li>○ Contact Tosha Hendrickson with questions.</li> </ul> </li> </ul>	<p><b>Professional Development / Student Life</b></p> <ul style="list-style-type: none"> <li>• Ask your chair for evaluations of GTAs who are TORs or Lab instructors and review, address any problems</li> <li>• As you admit students, remind new them about <a href="#">New Graduate Student Orientation</a></li> <li>• Remind students about new semester for SET requirements.</li> <li>• Help students, particularly new recruits, sign up for the Graduate Student Community at the Quadrangle Apartments and Browning Square; slots will fill. <a href="http://www.baylor.edu/graduate/QUAD">www.baylor.edu/graduate/QUAD</a></li> <li>• Direct admissions process to build a new cohort.</li> <li>• If you have Presidential Scholars, attend luncheon with your Scholars and the President.</li> </ul>
<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Begin admissions deliberations.</li> <li>• Work with your departmental graduate committee on evaluation of applications. <ul style="list-style-type: none"> <li>○ Enter admission decisions in Slate as soon as decisions are made for each applicant. <ul style="list-style-type: none"> <li>▪ These decisions need to be marked in time for applicants to respond by April 15 (per the CGS Resolution)</li> <li>▪ <a href="https://cgsnet.org/april-15-resolution">https://cgsnet.org/april-15-resolution</a></li> </ul> </li> <li>○ All applicants, both Accepts and Declines, need to receive a decision email.</li> </ul> </li> <li>• Once the Graduate School has completed their file review, you may choose to send a supplemental letter to the applicant, on behalf of your program. <ul style="list-style-type: none"> <li>○ For detailed information and examples of admissions letters see here <a href="https://www.baylor.edu/graduate/facultystaff/index.php?id=100124">https://www.baylor.edu/graduate/facultystaff/index.php?id=100124</a></li> </ul> </li> </ul>	<p><b>Departmental Leadership</b></p> <ul style="list-style-type: none"> <li>• Receive stipend and tuition budget via BearQuest process.</li> <li>• Lead the process of admissions in this busy time. Be available to applicants with questions. Liaison to Graduate School Admissions personnel.</li> </ul> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• Turn in the self-assessment form every January 15 with your annual performance review. It should also be turned in to the graduate dean.</li> <li>• Link to <a href="#">calendar page</a> on the Graduate School website with a pdf of deadlines available.</li> <li>• Pre-registration of continuing graduate students</li> <li>• Assess current graduate students. If some appear to not show enough promise or meet the minimum GPA requirements, now is the time for a decision when you are looking at new applications.</li> </ul>

## LATE SPRING

<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Look ahead to summer tasks</li> </ul>	<p><b>Professional Development / Student Life</b></p> <ul style="list-style-type: none"> <li>• Consider selected peer mentors for new TORs</li> <li>• Celebrate Graduate Student Appreciation week the first week of April (e.g. food, notes, etc.)</li> <li>• Arrange TOR assignments for summer and fall; alert new TORs to SET &amp; TOR Training (TORT) requirements and opportunities as you appoint them</li> <li>• Select GSA Reps and alternates</li> </ul>
<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• Conclude admissions deliberations and final offers <ul style="list-style-type: none"> <li>○ Enter admission decisions in Slate as soon as decisions are made for each applicant</li> <li>○ Note students who decline admission in Slate as soon as possible</li> <li>○ Once the April 15<sup>th</sup> deadline (per the CGS Resolution) has passed, make 2<sup>nd</sup> round of admissions offers, if needed</li> </ul> </li> <li>• Begin communicating with matriculating students. <ul style="list-style-type: none"> <li>○ If the Graduate School can be of assistance during this process, please contact Alana Schaeper or Amanda Clayton</li> </ul> </li> </ul>	<p><b>Departmental Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead the process of admissions in this busy time. Be available to applicants with questions. Liaison to Graduate School Admissions personnel.</li> <li>• Spring Graduate Council meeting.</li> <li>• Impact your department's representation on campus by selecting the very best GSA reps and alternates. Take time to take them to lunch and describe the importance of this role; consider holding an election.</li> </ul> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• Determine financial-support needs of continuing students.</li> <li>• Audit Graduate Faculty List. Send updates to Tosha Hendrickson</li> <li>• Review grades of graduate students with department chair and Graduate School. The minimum GPA for graduate students is 3.0.</li> </ul>

REMINDERS FOR THE WHOLE YEAR

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- Attend Spring, Summer, and Fall graduation/doctoral dinner with your doctoral graduates, program chair, President, Provost, and Deans
- Keep website up to date as faculty and courses change
- Encourage students to utilize campus resources
- Identify students who expect to graduate each semester and
  - Apprise them of events & deadlines
  - Help them file for graduation
  - Verify progress toward degree
  - Communicate with major professor about anticipated graduation
  - Verify that they have scheduled oral exams, defenses, etc.
  - Resolve possible problems early

GRADUATE SCHOOL CONTACT INFORMATION

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