



**ADMINISTRATIVE POLICY # 35.02 (2021)  
Graduate Coordinator/Director Policy**

**Policy Title:** Graduate Coordinator/Director Policy

**Policy Type:** Administrative

**Policy Number:** Administrative Policy # 35.02 (2021)

**Approved:** 11/04/2021

**Responsible Office:** School of Graduate Studies and Research

**Responsible Executive:** Office of the Provost and Vice President for Academic Affairs

**Applies to:** University Community

**POLICY STATEMENT**

This policy provides a guide to the appointment, responsibilities, and evaluation of Graduate Faculty Coordinators and Directors.

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
Definitions.....	1
Contacts .....	2
Stakeholder(s) .....	2
Graduate Coordinator/Director .....	2
Education and Compliance .....	3
Publication .....	3
Review Schedule.....	3
Related Documents .....	3
Forms .....	3

**DEFINITIONS**

**Graduate Faculty Coordinator:** Tenure-track, tenured faculty or faculty appointed by the Provost who are responsible for the leadership of a graduate program within a department or school.

## **CONTACTS**

The School of Graduate Studies and Research officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the School of Graduate Studies and Research.

## **STAKEHOLDERS**

Faculty, Graduate Deans, Graduate Students

## **GRADUATE COORDINATOR/DIRECTOR**

Graduate Coordinators are responsible for developing and maintaining quality graduate programs. Graduate Coordinators/Directors must possess teaching, research, and advising experience in graduate education. Appointment to Graduate Coordinator/Director is an instructional assignment. Graduate Coordinators/Directors shall receive an adjusted workload of 12 semester credit hours per year. Teaching loads for Coordinators or Directors of programs that do not meet SCHEV program viability requirements may be adjusted.

The Graduate Coordinator/Director shall receive one-month summer salary to perform the duties required for graduate admissions and program updates and review.

Responsibilities of Graduate Coordinators/Directors include but are not limited to the following:

1. Serving as liaison to the School of Graduate Studies to remain current on policies and procedures.
2. Supervise and coordinate the graduate program including signature authority with the department chair for all graduate program matters.
3. Serve as chair of the program graduate committee.
4. Lead marketing and recruitment efforts for the graduate program.
5. Liaison with potential employers.
6. Provide initial graduate student advising and track all students in the graduate program
7. Maintain graduate program/departmental student records.
8. Write and maintain catalog copy for the graduate program.
9. Lead graduate program planning and curriculum development.
10. Handle inquiries and communication with prospective graduate students.
11. Handle graduate student petitions and appeals.
12. Coordinate procedures for admission or denial of graduate program applicants.
13. Ensures the completion of the annual assessment report.

The above responsibilities shall serve to support graduate programs. Additional responsibility for performing other academic duties may be required or requested by the Dean of the Graduate Studies, Department Head, College/School Dean, or Provost and Vice President of Academic

Affairs.

Assignments to Graduate Coordinator/Director shall be made in accordance with departmental and/or school procedures. All assignments must be confirmed by the department chair (for programs in departments), College/School Dean, and Dean of the School of Graduate Studies. Graduate Coordinators/Directors are evaluated annually by department chairs or the appropriate administrator.

## **EDUCATION AND COMPLIANCE**

1. Educate and train all stakeholders and appropriate audiences on the policy content as necessary.
  - a. Publish in the Policy Library and referenced in Teaching Faculty Handbook.
  - b. Deans/Department Chairs will be informed of the policy in College/School meetings.
  - c. New Faculty Coordinators/Directors orientation will be conducted annually (or as needed) by the Office of Graduate Studies.
  - d. A record of meetings and orientation and attendance will be tracked.

## **PUBLICATION**

2. Communicate the policy in writing, electronically or otherwise to the University Community including Deans, Department Chairs, and Graduate Coordinators.
3. Submit the policy to the President's Office for inclusion in the Online Policy Library within 14 days upon approval;
4. Post the policy on the Graduate School's website.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024
- Approval by, date: President's Cabinet, 11/04/2021
- Revision History: *No Revision*

## **RELATED DOCUMENTS**

1. [Teaching Faculty Handbook](#)

## **FORMS**

*There are no forms associated with this policy and procedures.*