

Graduate Director | Role and Responsibilities Guidelines

- **Share this optional tool with your college in a manner deemed appropriate**
- **Goal is to provide a basis for a customized roles and responsibilities document within a specific college or degree granting unit**

Below is a description of responsibilities, qualifications and terms of service for the College's Graduate Directors. Each department may have amendments, additions, or omissions from this description based on the department's unique needs. These would be addressed in the Graduate Director's plans of work. Graduate Directors are expected to be available during summer semester to carry out limited duties and responsibilities. The level of compensation and approval of course release will be based on enrollments and/or determined by the Department Chair in consultation with the Dean.

Preferred Qualifications:

- Full time Tenured, Sr. or Principal Lecturer faculty member
- 5-7 years teaching experience
- Curriculum development and management experience
- Demonstrated commitment to cultural diversity, pluralism, and individual differences

Appointment of Graduate Director:

- Full time faculty member within the department may self-nominate or be nominated
- Generally, a Graduate Director is determined by consensus of faculty in the primary discipline
- In the event a consensus is not obtainable the Department Chair recommends a faculty member as the Graduate Director
- In the event a faculty member from the program is not willing to serve, the Department Chair, in consultation with the Dean, recommends a faculty member as Graduate Director
- The Department Chair presents the recommendation for Graduate Director to the Dean for approval

Duties and Responsibilities: Leadership

- Participate in department leadership meetings and present concerns and topics for discussion
- Attend regular College Graduate Director meetings (or send a representative)
- Organize and lead program meetings on a regular (monthly), basis
- Facilitate discussion among the program faculty concerning future curriculum needs in the program
- Update program's curricular tables
- Complete Annual Progress Reports for student learning outcomes assessment in the program
- Participate in annual academic program assessment and review process (APAR)

- Collaborate with other directors to identify opportunities of interdisciplinary benefit, e.g. curriculum, team teaching
- Connect with programs across RIT campus to look for synergies and to promote awareness of program
- Work with the school's career services and co-op advisor to assist with co-op placement and review co-op evaluations
- Mentor faculty, current and new, in curriculum development and teaching effectiveness
- Demonstrate and encourage collegiality

Duties and Responsibilities: Admission

- Review admission folders and work with graduate faculty on admission decisions
- Oversight for awarding financial (e.g. scholarship, stipend, graduate assistantships) support to admitted students in consultation with the Department Chair
- Contact accepted students to welcome them to the program and to provide an overview of expectations

Duties and Responsibilities: Advisement

- Advise students on their prospective career path
- Advise students on their research topic
- Counsel students on choices in major courses and electives
- Advise students academically and direct them to college and university resources where appropriate
- Work with the college's student services office in delineation of transfer credits, full time equivalency, etc.
- Oversight of the review and approval of graduate proposals and thesis projects/papers
- Oversight for returning students applying for an extension to the 7-year graduation rule
- Advise students on co-op and internship opportunities

Duties and Responsibilities: Recruitment

- Meet with prospective students and families
- Meet with prospective transfer students and families
- Attend and lead any Graduate Open House events. While a Graduate Director may not be available to attend every event, they are responsible for event coverage and success.
- Participate in other college recruitment events (graduate level)
- Participate in alumni events and receptions
- Provide input for the program website and social media
- Determine program recruitment plan and review with the Department Chair

Duties and Responsibilities: Scheduling

- Collaborate with the department or program faculty in defining teaching assignments
- Work with the Department Chair in the scheduling faculty in the graduate program
- Collaborate with faculty in the writing new courses and submission of courses
- Help to identify new and adjunct faculty in the development of new curricular needs, sabbatical replacement or retirement
- Determine needs of the program with regards to the scheduling of courses in program and the number of sections required
- Identify appropriate teaching space(s) for specific courses and ensure these teaching spaces, within the program, maintain equipment necessary for teaching the curriculum

Terms of Service:

- Graduate Directors may serve for a three-year term. Service is renewable for successive three-year terms with consensus from school or program faculty, Department Chair and Dean
- With appropriate cause, an existing Graduate Director can be removed with a majority vote from school or program faculty. In this instance, a discussion ensues with the Department Chair about retention of the existing Graduate Director with revised conditions or the election of a new Graduate Director
- A succession plan should be discussed openly with the Graduate Director and faculty so that 1) there can be a smooth transition between leadership, 2) school or program faculty are aware that they may be asked to serve in the position, and 3) the school is prepared to replace the position when it is necessary