GRADUATE PROGRAM DIRECTORS – POSITION DESCRIPTION AND RESPONSIBILITIES

Graduate Program Directors (GPDs) are central to the success of Loyola University Chicago's graduate programs. They serve as unique liaisons among the graduate student body, the graduate faculty, and the Graduate School administration. GPDs are responsible to their department or program chair and to the Dean of the Graduate School. They possess the authority to speak for the department or program on any matter relating to graduate programs. The work of the GPD includes leadership, recruitment and admission, scholarship promotion, mentoring, administration, and planning.

Appointment and Evaluation

- Each unit offering one or more graduate programs should have one member of the graduate faculty overseeing each program. It may be that in departments with more than one degree program that there will be more than one GPD or that there will be one GPD assisted by a departmental director who serves without a Graduate School appointment.
- Ordinarily, the Chair of the Department will recommend the appointment of the GPD to the Dean of the Graduate School. These appointments are reaffirmed annually.
- The Graduate Program Director must be one who understands graduate education and the objectives of the department's programs and who is able to express that understanding in Council decisions and in the monitoring of graduate student progress.
- The appointment as GPD requires attention to the graduate program over the course of the summer.
- Appointment of the GPD is made by the Graduate Dean upon the recommendation of the department or program chair.
- The GPD appointment is usually for a term of 3 years, although the GPD may be removed at any time within the term.
- Renewal is based on annual evaluations submitted by the department/program chair and the Dean of the Graduate School.

Council of Graduate School Programs

- The Graduate Program Director represents his/her unit on the Council of Graduate School Programs.
- If a department has multiple programs, the Department Chair will designate one director to represent the department on the Council.
- All programs must have a representative at each Council meeting. If a GPD cannot attend a meeting, another member of the unit's graduate faculty or one of the unit's other GPDs must attend.

Resources for Graduate Program Directors

In order to attract and retain capable faculty who will pursue the above responsibilities, certain resources must be provided. The level of resources made available to a GPD varies by the size

and complexity of the graduate program. Resources for service as a GPD may include an administrative stipend, a reduction in other responsibilities (teaching or service), and/or the assignment of an assistant to help operate of program.

Administrative Responsibilities of Graduate Program Directors

Leadership

- Thinks about the program creatively, practically, and holistically.
- Speaks for the department or program on any matter relating to graduate programs.
- Initiates ideas for program development in light of disciplinary standards.
- Develops and enforces procedures to maintain quality.
- Remains consistent with departmental and university objectives.
- Represents the program both within and outside the university.
- Creates a supportive environment for graduate students.
- Fosters a sense of community among the graduate students in his or her program.

Recruitment

- Insures that all promotional materials (print and web) are current.
- Identifies strong candidates via correspondence, programs such as the McNair Scholars, and face-to-face meetings with prospects.
- Responds to inquires from prospective applicants.
- Follows-up and nurtures prospects via email, telephone, and sponsorship of campus visits.
- Develops and institutes a diversity recruitment plan.
- Cultivates an inclusive and diverse graduate student body.

Admissions

- Works closely with Graduate and Professional Enrollment Management (GPEM) during the admissions process.
- Works with GPEM to keep all admissions-related publicity and materials up-to-date.
- Brings completed applications to department admissions committee or to the various individuals in the department who engage in the admission process.
- Follows Graduate School directives regarding enrollment targets and diversity.
- Submits admission recommendations to GPEM.
- Extends financial offers to accepted applicants.
- Prepares merit award forms for applicants offered aid and submit completed applications to the Graduate School for evaluation and action in accordance with establish dates and procedures.
- Sets up a departmental orientation for new students each fall.
- Assigns a veteran graduate student as a mentor for each new student.

Management of Graduate Assistants

- Assigns duties to graduate assistants (scheduling of teaching, research, other duties) at least two months before the beginning of the academic year.
- Provides departmental training programs for assistants.
- Ensures that assistants attend the appropriate assistant workshops (teaching/research).
- Ensures that assistants serving as teachers of record attend the Teaching Effectiveness Seminar.
- Provides mentors for all assistants serving as teachers of record.
- Assesses the work performance of graduate assistants.

Promotion of Scholarship

- Serves as an example of scholarship through publishing and participation in other scholarly activities.
- Serves on thesis/dissertation committees.
- Provides information about grants suitable for graduate students and encourage graduate students to take part in grant workshops and Graduate School grant-related programs.
- Encourages graduate student participation in professional meetings.
- Assists in securing funding for graduate student professional travel.

Administration

- Oversees the establishment of the annual curricular structure.
- Enhances the program by monitoring and improving applicant academic quality.
- Monitors time to degree.
- Keeps program information – policies and curricular information – current on the website and in a program handbook.
- Provides sufficient oversight to insure that all students are properly supervised at both the coursework level and at the dissertation stage.
- Prepares written annual assessments of student progress for each student and place the assessment in the student's file.
- Manages the graduate budget.

Mentoring

- Provides orientation (both academic and social) for incoming students.
- Serves as a resource for academic advisement, especially before the major professor assumes this role.
- Oversees the constitution of student's advisory committee
- Provides information regarding internships/practicum arrangements.
- Oversees administration of the examination process.
- Oversees the program's dissertation/thesis process.
- Provides information regarding employment opportunities following graduation.

- Serves as an advocate of graduate students, individually and collectively, within the program, assuring fairness of treatment.
- Serves as faculty mentor for the program graduate student association.

Reporting

- Files an annual report with the Graduate School with a data and comments section on each of the following topics:

    o Quality and profile of students admitted that year.
    o Amount, sufficiency, and competitiveness of financial awards to students in the program.
    o Current status of all students in the program.
    o Placement of graduates.
    o Plans for program development.
    o Resource needs
    o Recommendations

- Prepares reports as requested by the Graduate School.

Fall, 2010