

College of Arts and Sciences

Policy on the Appointment and Responsibilities of Directors of Graduate Study

Effective August 1, 2018

The Provost and Graduate School policy includes requirements for the appointment, responsibilities, and evaluation of Directors of Graduate Studies and can be found at: <https://provost.uncg.edu/policies-procedures-forms/>. The College of Arts and Sciences has developed the following specific guidelines for our departments and programs.

1. **Responsibilities and reporting lines:** The College of Arts and Sciences includes varied disciplines, and our departments and programs have varied organizational structures. As a result, the responsibilities of Directors of Graduate Studies noted in the Provost policy may be delegated in some cases, when appropriate and approved by the Department Head.

In addition to the duties described in the Provost policy, Directors of Graduate Studies in the College are expected to regularly attend College DGS meetings and ensure that graduate funding paperwork and other requested information is provided to the College in advance of stated deadlines. Concerns or questions related to graduate student funding should be directed to the Associate Dean of CAS who coordinates graduate programs. Other issues may be directed to the Graduate School, but the CAS Associate Dean should be copied.

2. **Standards for selection and evaluation:** Selection of Directors of Graduate Studies will be made by the Head in consultation with the program faculty and approved by the Dean. Evaluation of the Director should be included in the College annual faculty review form, with input from the Head and peer committee. The Graduate School and College should be consulted for input when making these evaluations.
3. **Process for appointing Directors of Graduate Studies:** The Head will select the Director of Graduate Studies in consultation with program faculty and submit to the Dean for approval and appointment.
4. **Process for removing Directors of Graduate Studies:** Any serious concerns that arise regarding the effectiveness of a Director of Graduate Studies on the part of the Head, Dean, or Graduate School should be addressed by the Director in a satisfactory and prompt manner. Input will be gathered from the program faculty and these parties, and if warranted the Dean will remove and replace the Director.