DIRECTOR OF GRADUATE STUDIES

MEDICAL SCHOOL

Responsibilities

The Director of Graduate Studies (DGS) is the administrative supervisor and coordinator of graduate studies within a graduate program and is responsible for guiding and improving graduate education within the program under his or her jurisdiction. The DGS is the most important link between the graduate student body, the graduate program faculty, and the Medical School administration.

The DGS may assume varying responsibilities as determined by the faculty of the graduate program, but the central supervisory and coordinating function designated by the Medical School cannot be delegated. General responsibilities, some of which may be delegated, generally fall into three areas: (1) student related--admissions, student programs, grievances, etc.; (2) faculty related--appointment to the graduate faculty, research, etc.; (3) curricular and graduate program related--program changes, course changes, program reviews, etc. In addition to such duties in the administration of graduate studies as the faculty of the graduate program may assign, the DGS shall:

* Provide financial oversight of the program, in consultation and collaboration with the departmental administrative home of the program
* Serve as a liaison between the program faculty and the Medical School administration, referring matters to the faculty or its committees as needed; and informing the faculty of Medical School and Graduate School policies, deadlines, and programs as appropriate
* Provide written criteria to each student, upon entry, of what constitutes acceptable progress through and termination of the student from the program.
* Receive, arrange for the review of, and monitor the progress of student applications and petitions
* Orient and counsel graduate students with respect to program and degree requirements until a permanent adviser is selected and assist in that selection as necessary.
* Enforce regulations of the Medical School, Graduate School, and the degree program.
* Oversee the maintenance of graduate student records and the annual student evaluation process.
* Provide periodic reports on the program and data to the Medical School as requested by the Medical School Dean or designees
* Facilitate a program of professional development activities for graduate students within the program.

Even if some of these responsibilities are delegated, the DGS should retain supervisory control and serve as a central source of information within the program. Policies of the Medical School, of the graduate degree program, and where appropriate, of the University should be interpreted and enforced by the DGS, who will be called on to provide reports and guidance.

Each graduate program in the Medical School shall have a Director of Graduate Studies who shall supervise and coordinate the administration of the program, serve as a point of contact for graduate students enrolled in the program, provide administrative linkage between the graduate faculty and the department or departments contributing to its programs, and act as the liaison between the program and the Medical School administration.

Qualifications and Appointment

Each graduate program shall designate a nominee as Director of Graduate Studies. The DGS shall be a tenured or tenure-track faculty member with an earned doctorate or designated equivalent in an appropriate field from an accredited institution. Because the position of DGS requires close collaboration with, and the allocation of resources from, the chair(s) or head(s) of involved budgetary units, programs are encouraged to involve those persons in the nomination process.

Each graduate program will develop a written process for selecting a DGS nominee that involves active graduate program faculty participation and consultation. The length of the DGS appointment should be specified in this process.

The Assistant Dean for Graduate Education in the Medical School shall appoint the DGS. Program faculty shall submit to the Assistant Dean for Graduate Education the following information:

* Name of the DGS nominee
* The process used to select the nominee
* Proposed length of the appointment
* Signature of the chair or head of the graduate program’s departmental administrative home
* Description of any support that the DGS will receive during the term of the appointment.

The graduate program's choice for DGS is presumptive, and the Assistant Dean for Graduate Education must provide written explanation for rejection of the program's nomination.

In the absence of the DGS for less than one semester, program faculty shall designate an Acting DGS and so notify the Assistant Dean for Graduate Education. For an absence longer than one semester, program faculty should follow the above procedures for nominating a DGS. In special cases where program faculty have no nominee names to submit, the Assistant Dean for Graduate Education may appoint a DGS to serve until such time as a nomination is forthcoming.

Removal

The Director of Graduate Studies may be removed by a two-thirds majority vote of the faculty of the graduate program or by the Assistant Dean for Graduate Education of the Medical School, after appropriate consultation.