## Appendix A: Description of Graduate Program Director Duties[[1]](#footnote-1)

***Note:*** *This description of duties is comprehensive – the GPD within any given program is not expected to do everything listed here. Edit this text needed to reflect the situation in your program.*

The graduate program director (GPD) plays an important leadership role within the department. They hold primary responsibility for recruiting and admission to the graduate program. The GPD or their designee maintains the graduate program website, making changes as necessary to keep the site accurate and updated. The GPD ensures that queries from potential applicants are answered, works with Admissions to process applications, and makes sure that Admissions is notified about which students are accepted. The GPD may also be involved in recruiting activities such as participating at recruiting fairs at professional conferences. The GPD serves as an important point of contact for students within the department, for issues such as advising, employment as a GA, and/or conflict resolution.

The GPD also plays a central role in tending to the graduate program curriculum and assessment, e.g. updating materials for the Graduate Catalog, and completing University Program Assessment, Graduate Academic Program Review, and external accreditation reports. The GPD may work within established guidelines at the College or Department level on fundraising related to graduate student scholarships and/or reaching out to alumni.

The graduate program director also serves as an important liaison between the program and Graduate Studies. Duties related to this role include regular attendance at the annual Graduate Summit, and at monthly meetings of the graduate program directors, held from 10-11 am on the second Friday of each month while school is in session. The graduate program director serves as a conduit of information between Graduate Studies and the program’s graduate faculty and students. This includes forwarding emails, making announcements at department meetings, and/or posting flyers shared by Graduate Studies.

In compensation for this work, the graduate program director receives an X% reassignment from the teaching. This reassignment should be considered when evaluating the GPD for personnel review procedures including annual merit review and career progression.

1. ## From Report on Graduate Program Director Workload and Compensation

   ## Prepared by Meredith Thomsen, Dean of Graduate & Extended Learning, on behalf of the Graduate Council

   ## Endorsed by Graduate Council 5/3/2019

   [↑](#footnote-ref-1)