Directors of Graduate Studies

Policy Owner: Dean, CEHD | Effective Date: October 2015 | Last Updated: May 2012

POLICY STATEMENT

Refer to governing Administrative Policy: Appointments as Director of Graduate Studies.

Each CEHD department with one or more graduate programs must have a Director of Graduate Studies (DGS). Departments may have only one DGS unless prior approval from the dean has been obtained. Departments may have DGS assistants for programs within the departments or for minors.

Departments in which graduate programs are housed should ensure that they (i) place a high priority on providing adequate support staff and financial resources to the DGS and program and (ii) properly account for the time and effort spent by the DGS in managing the program when assigning faculty duties and conducting annual performance reviews.

The DGS will supervise and coordinate the administration and governance of graduate studies within the graduate program or programs for which she or he is responsible. In addition to such duties in the administration of graduate studies as the faculty of the graduate program may assign, the DGS will:

- serve as the program’s representative on the appropriate CEHD and graduate education committees;
- 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;
- provide periodic reports on the program and data to the dean as requested by the University or dean;
- serve as a liaison between the program faculty, CEHD, and University administration;
- approve leave of absence and reinstatement request forms;
- enforce regulations of the University, college, and the degree program;
- refer matters to the faculty or its committees as needed; inform the faculty of CEHD and graduate education policies, deadlines, and programs as appropriate; and forward recommendations, nominations, and other information from the faculty to the dean;
- provide criteria (in the graduate student handbook or other electronic document) that explain what constitutes acceptable progress through and termination from the program;
- receive, arrange for the review of, and monitor the progress of student applications and petitions;
- oversee the maintenance of graduate student records and the annual student evaluation process;
- facilitate a program of professional development activities for graduate students within the program, including the ethical conduct of research; and
- carry out other responsibilities as assigned by the chair.

A DGS may be assisted by program coordinators of graduate studies or DGS assistant(s), but the DGS will remain the official contact for all facets of graduate education in the department.

Selecting and Appointing a DGS

Departments will determine how DGSs are selected and their terms of office.

DGS candidates are generally tenure-track or tenured members of the graduate faculty of the program. The Dean may, upon a request from the department and with prior approval of the Senior Vice President and Provost or their designated representative, assign the role of DGS to an individual who is not otherwise eligible.
If the DGS will be absent for up to one semester, the program faculty must designate an acting DGS and notify the dean. A DGS may not also serve simultaneously as chair or interim chair of a department. If the DGS will be absent for a semester or longer, the DGS will resign their position and the process to appoint a new DGS will begin. If the program faculty have no nominees to submit, the dean may appoint a DGS to serve until such time as a nomination is forthcoming.

Removing a DGS

The DGS may be removed by a two-thirds majority vote of the members of the graduate faculty of the program or by the dean after appropriate consultation with the graduate faculty.

REASON FOR POLICY

The responsibilities of the DGS are critically important for developing and maintaining graduate programs of high quality.

PROCEDURES

CONTACTS

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ADDITIONAL INFORMATION

HISTORY

10/7/15 This document was converted into this standard template.