



# Directors of Graduate Studies

Policy Owner: [Dean, CEHD](#) |

Effective Date: [Fall 2020](#) | Last Updated: April 2020; January 2021

## 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 Graduate Program Coordinators (GPC) 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. This is underscored by the fact that the work scope of the CEHD Curriculum Council Graduate Subcommittee, of which DGSs are members, has become more important since the Graduate School reorganization. More responsibilities have been asked of colleges and, in turn, more of department leaders in the area of graduate education.

The DGS will supervise the administration and governance of graduate studies within the graduate program or programs for which the individual is responsible. Responsibilities that fall under administration and governance of graduate studies include, but are not limited to:

- serve as the program's representative on 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

Beyond administration and governance, the DGS role has expanded to also address emerging trends and the advancing of critical benchmarks related to quality graduate programming. These expanded responsibilities include, but are not limited to:

- Influence broad-level strategy and execution of new initiatives impacting departmental climate, diversity, and the overall graduate student experience
- Garner faculty and staff buy-in for implementation of department wide priorities related to graduate education
- Stay abreast of emerging issues related to new educational delivery systems, program development, and enrollment management
- Oversee the creation and administration of various proposals, fellowships, and projects to support and secure funding for graduate students
- Provide annual reports to the college and/or university reporting an analysis of program quality and evidence associated with student learning goals

A DGS may be assisted by a GPC(s) or other graduate education staff, but the DGS will remain the official contact for all facets of graduate education in the department.

### **Selecting and Appointing a DGS**

Departments will hold elections for the DGS position, with each representative serving a 3-year term. Only tenured and tenure-track faculty (TTTF) with Graduate Faculty status may be elected as DGS. Incumbents ending their DGS term may serve a second term if necessary and/or desired by the department. This position would ideally be one of the first committee elections departments hold in their cycle of committee elections. Note that only TTTF who hold Graduate Faculty status are eligible to vote for this position.

The Dean—on rare occasions-- may, upon a request from the department and with prior approval of the Provost or their designated representative, assign the role of DGS to an individual who is not otherwise eligible.

If on the rare occasion a DGS must vacate the DGS role prior to the end of the appointment, a plan for a replacement must be made by the Department Chair in conjunction with the Associate Dean of Graduate Education. Should the Department Chair appoint an interim DGS, with approval from the Associate Dean of Graduate Education, the interim DGS will serve this role only until the end of the semester, upon where an election process will take place to select a new DGS with a 3-year term.

### **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.

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## REASON FOR POLICY

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

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## PROCEDURES

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## CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)	Schee Moua	612-626-7356	scmoua@umn.edu
	Deborah Dillon	612-626-8271	dillon@umn.edu

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## ADDITIONAL INFORMATION

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## HISTORY

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