

Typical Responsibilities of Graduate Degree and Certificate Program Directors and Concentration Coordinators

Graduate Degree and Certificate Program Directors and Concentration Coordinators play a vital role in making graduate-level programs successful. Serving as a Program Director or Concentration Coordinator is a one-year commitment that is to be reviewed each year in consultation with the Department Chair. Program Directors and Concentration Coordinators are encouraged to indicate in the annual review process their interest, or lack thereof, in continuing in the role in the following academic year. If choosing to continue in the role, an annual meeting should be held each spring semester with the Department Chair to ensure that all related expectations are clear and that the Program Director or Concentration Coordinator agrees to the terms. It should be noted that while serving as a Program Director or Concentration Coordinator is a 12-month responsibility, it is not a full-time responsibility during the summer months. Among the typical responsibilities of Program Directors and Concentration Coordinators outlined below, those that are highlighted are deemed critical and should be maintained in the summer. During the annual spring meeting with the Department Chair, Program Directors and Concentration Coordinators are encouraged to work with their Department Chair to discuss summer responsibilities and support that may be available to them during the summer months.

1. **Serve as primary point of contact for admissions activity.**
2. **Increase the number of students enrolled through active marketing and recruiting efforts.**
3. **Serve as primary point of contact for newly admitted and continuing graduate students.**
4. **Serve as or appoint an advisor for students admitted to the program until one has been identified.**
5. Use appropriate software (e.g., DegreeWorks, eGRAD, Banner Self-Service, etc.) to monitor student progress and program completion requirements.
6. Act as a liaison between students and faculty in the program in regards to policy and procedures.
7. Ensure program representation on committees, as appropriate.
8. Serve as liaison between the program faculty and the college administration.
9. **Inform the graduate education faculty of deadlines, and issues, as appropriate.**
10. Share recommendations, nominations, and other information between the faculty and the appropriate collegiate dean(s).
11. **Receive, arrange for the review of, and monitor the progress of applications and academic petitions.**
12. Oversee the maintenance of student records and student evaluation process.
13. **Provide input regarding program-specific course scheduling and recommend necessary adjustments based on enrollment.**
14. Facilitate curricular revisions, as necessary, and engage in necessary activities to obtain approval of the revisions with the University review processes.
15. **Publicize professional development activities for graduate students.**
16. Analyze and prepare assessment report annually (SLOs).
17. Provide periodic reports on the program data to the department chair, as appropriate.
18. Comply with relevant regulations of the University, College, Department, and degree program.
19. Monitor that all students complete their programs within the time limits prescribed by the Graduate School (i.e., Certificate – 5 years; Masters – 7 years; and Doctoral – 9 years).
20. Update program website, student handbook(s), marketing materials, and the graduate catalog.