

Graduate Group Chairs

Program Planning and Administration

- The appointee oversees planning the programs of the graduate group in teaching, research, and other functions. (APM 245)
- The Chair is expected to keep the curriculum of the graduate group under review (APM 245), both by serving as graduate group Faculty Accreditation Organizer of annual program assessments and by organizing periodic program review. (Graduate Division Responsibilities)
- Determine graduate course offerings each semester including determination of any course resources needed and curriculum changes, in consultation with group faculty, lead dean, relevant department chair(s), and school staff. (Graduate Division Responsibilities)
- To collaborate with department chairs to make teaching assignments, in accordance with the policy described in Academic Senate Regulation 750 and to assign other duties to members of the department staff. (APM 245)
- To establish and supervise procedures for compliance with University policy on the use of guest lecturers and Academic Senate Regulation 546 on special studies courses. (APM 245)
- In collaboration with department chairs, make arrangements and assignments of duty for Teaching Assistants. (APM 245)
- To make arrangements and assignments of duty for counseling (i.e. advising) of students. (APM 245)
- Maintain records in accord with University procedures. (APM 245)
- Prepare reports in accord with University procedures. (APM 245)
- Oversee the progress of graduate students through the program, including ensuring that each student's progress is reviewed annually, satisfaction of degree requirements and advancement to candidacy, in coordination with group faculty and staff. (Graduate Division Responsibilities)
- Represent the group faculty in all matters related to the degree program(s) to the graduate dean, the lead school dean, Graduate Council, and School Executive Committee(s); respond to program feedback and inquiries from faculty, students, staff, and program reviewers. (Graduate Division Responsibilities)
- Oversee graduate student recruitment/admissions, and financial support, and the graduate program website, *in consultation with* group faculty, lead dean, and graduate dean. (Graduate Division Responsibilities) Coordinate participation of the graduate group in School and University program activities, including nominating students for various graduate student fellowship and award programs. (Graduate Division Responsibilities)
- Develop and maintain a plan for promoting diversity in recruitment and among matriculated graduate students. (Graduate Division Responsibilities)
- Communicate with and forward information to the group faculty and students as appropriate, and hold regular meetings of the graduate group, at minimum once per semester. (Graduate Division Responsibilities)

Personnel

- The appointee is responsible for the selection of the faculty of the Graduate Group. (APM 245)

- The appointee provides input for the recruitment and selection of the staff personnel who support the graduate group, whether they are department staff or dedicated specifically to the graduate group (APM 245)
- The appointee provides input for the evaluation of the staff personnel who support the graduate group. (APM 245)
- In consultation with the faculty of the graduate group, the chair provides comments regarding appointments, promotions, merit advances, and terminations to department chair(s). It is the responsibility of the chair to submit meaningful statements, accompanied by evidence, of the candidate's teaching and mentoring effectiveness at graduate levels of instruction. (APM 210)
- To report, to the appropriate department chair and the Dean of the Graduate Division, any failure of a faculty or staff member to carry out responsibilities. (APM 245)
- To provide input regarding appropriate disciplinary action should any staff member fail to carry out responsibilities. (APM 245)
- To report annually on graduate student diversity results in accordance with campus policy. (APM 245)

Budget

- Prepare the budget and administer the financial affairs of the graduate group, in accord with University procedures (APM 245)
- Determine resource needs and administer program budget, *in consultation with* group faculty, lead dean, and graduate dean (Graduate Division Responsibilities)

Other

- The chair is responsible for maintaining a climate that is hospitable to creativity, diversity, and innovation. (APM 245)
- The chair should be receptive to questions, complaints, and suggestions from members of the department, both faculty and staff personnel, and from students and should take appropriate action on them. (APM 245)

Facilities and Space

- The chair is responsible for assigning graduate student space. (APM 245)
- The chair is responsible for the custody and authorized use of University property assigned to the graduate group. (APM 245)