



GRADUATE GROUP CHAIRS MANUAL

Graduate Division

This manual is intended to provide information, materials, and guidance for graduate group chairs responsible for graduate academic and student affairs.

Mayra Chavez-Franco
mchavez@ucmerced.edu
January 14, 2019

Table of Contents

I. General	3
Introduction to the Graduate Division.....	3
Graduate Council	4
II. Role and Responsibilities of Graduate Group Chairs	4
Appointment	4
General Recommendations for Graduate Group Chairs:	5
Key Roles and Responsibilities:	5
Website	8
III. Recruitment	8
IV. Admissions	8
V. Academic Services	9
Academic Progress.....	9
Annual Review of Doctoral Students.....	10
Degree Completion	10
Commencement	11
VI. Student Financial Support	11
Types of Support.....	11
Funding Mechanisms	12
Funding Sources.....	14
VII. Communications	15
Branding and Standards.....	15
Communications Support & Training.....	16
VIII. Events	16
IX. Graduate Resource Center	16
X. Other Relevant Information for Graduate Group Chairs	19
Professional Development	19
Health and Wellness	20
Placement of Graduates.....	21
Appendices	23
Appendix A: Graduate Group Chair Responsibilities	24
Appendix B: Contact List	25

I. General

Introduction to the Graduate Division

The Graduate Division serves as the campus-wide advocate for the advancement of graduate education and provides central administrative services that help sustain and improve the quality of graduate education. The Vice Provost and Dean of Graduate Education (Graduate Dean) is responsible for the administration of graduate education per academic policies established by the Academic Senate via the Graduate Council.

Below is a quick list of Graduate Division staff and their major responsibilities.

- Tsu Ya, Admissions & Academic Services Director: manages graduate admissions and enrollment management processes for the Graduate Division.
- Sandra Cruz-Lezama, Admissions Coordinator: coordinates the processing of international applications and review of foreign university transcripts, credential verification, and processes all enrollment services forms.
- Tania Macias, Admissions Specialist: enters, tracks, collects and maintains admissions-related data and assist with processing forms and updating website information regarding graduate admissions and academic services.
- Eric Cannon, Financial Services Director: manages student financial support and business services.
- Frances Davenport, Graduate Student Support Analyst, tracks all graduate student financials for tuition remission and assists with the administration of internal and external fellowships.
- Heath Jackson, Graduate Programs Coordinator: provides critical student services support for the School of Engineering and corresponding graduate programs and the Graduate Division.
- Choua Moua, Graduate Programs Coordinator: provides critical student services support for the School of Social Sciences, Humanities and Arts and corresponding graduate programs and the Graduate Division.
- Vacant, Financial Services Analyst: oversees grant and operational fund management, and compliance with policies and procedures for the Graduate Division.
- Jennifer Magana, Financial Services Analyst, assists with Graduate Division purchasing, fiscal close and operations.
- Jesus Cisneros, Assistant Dean: manages graduate student programming under the Graduate Resources Center, recruitment and outreach, and postdoctoral affairs.
- Cassie Gunter, Graduate Resource Center Coordinator: oversees the Competitive Edge Summer Bridge program, Grad EXCEL peer-mentoring program, and serves as the primary contact for postdoctoral scholars.
- Will Suh, Recruitment and Retention Manager: implements graduate recruitment planning and outreach.

- Jessica Ventura, Recruitment & Retention Specialist: coordinates and implements ongoing outreach, recruitment and retention efforts in collaboration with faculty, staff and partners across campus.
- Brenda Ortiz, Communications Specialist: directs all external and many internal communication efforts for the Graduate Division and is responsible for all major graduate division communications efforts via print, web, and social media.
- Jennifer Quiralte, Events Coordinator: plans, organizes, and implements programmatic and special events and functions sponsored by the Graduate Division and coordinates communication plans and services with relevant staff and vendors.
- Mayra Chavez-Franco, Policy & Strategic Initiatives Manager: in collaboration with the Office of External Relations is responsible for the stewardship activities of graduate alumni and donors, provides complex analytical support for graduate education initiatives, and handles critical and sensitive issues, information, and requests for the Graduate Dean.
- Maggie Farias, Financial Services Analyst: assists with scheduling for the Graduate Dean and Graduate Division purchasing.
- Vacant, Executive Assistant: provides administrative support to the Vice Provost and Graduate Dean and coordinates the communication, activities, and implementation of various projects and workshops within Graduate Division.
- Sara Mendoza, Jr Specialist: supports the activities and programs of the NSF AGEP California HSI Alliance and CAHSI INCLUDES Consortium.
- Dave Stevenson, Applications Programmer: designs, develops, modifies, debugs and evaluates complex programs for the Graduate Division.
- Vacant, NRT-DESE Program Coordinator: supports NRT-DESE activities and programs.

Graduate Council

The Graduate Council is a standing committee of the Academic Senate, Merced Division, charged with reviewing and regulating graduate education within the framework of Academic Senate regulations. The Graduate Council sets policies and standards for admission to graduate student status, eligibility for fellowships and assistantships; establishes policies relating to graduate degrees; approves changes in degree requirements; establishes procedural rules for graduate study; sets policy for satisfactory academic progress, graduate student course loads, transfers of academic credit, part-time study, and leaves of absence. If you have questions about Graduate Council, contact the Academic Senate senate@ucmerced.edu.

II. Role and Responsibilities of Graduate Group Chairs

Appointment

Your appointment as a graduate group chair is renewable on an annual basis, subject to administrative review by the Graduate Dean. During the fall semester, graduate group chairs will meet with the Graduate Dean to set goals for the academic year. In the spring/summer, the Graduate Division conducts an annual review of graduate chairs in consultation with the faculty and graduate students in their graduate group.

Monthly meetings with the graduate group chairs offer an opportunity for chairs to share ideas, concerns, best practices, learn of new initiatives, and provide guidance to the Graduate Dean. These meetings typically include the Graduate Division unit leads. The meeting schedule is determined before the start of each semester based on the teaching schedules of all graduate group chairs.

As outlined in the Report of the Academic Reorganization Working Group (ARWG), the graduate group chair responsibilities include program planning and administration, as well as management of graduate group personnel, budget, program climate, and facilities and space. These responsibilities are detailed in Appendix A.

Chairs will receive a course release and compensation, which can be used either for research expenses or a stipend.

General Recommendations for Graduate Group Chairs:

- Be very familiar with the Graduate Division website as we post lots of useful information there for students and faculty (<http://graduatedivision.ucmerced.edu>)
- Make sure you are operating under Graduate Council-approved Policies & Procedures for your program
https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/page/documents/ucm_template_policies_and_procedures_approved_10.21.14.docx
- Recognize that Graduate Division enforces Graduate Council policies and procedures, per the UC Merced Graduate Policies and Procedures Handbook, formerly known as the Graduate Advisors Handbook:
https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/uc_merced_graduate_policies_and_procedures_handbook_18-19.pdf

Key Roles and Responsibilities:

- Faculty Liaison
 - Call regular meetings of your executive committee
 - Call meetings of the graduate group at least once per semester
 - Forward information as appropriate
 - Be available to meet with individual faculty and graduate students as needed
- Recruitment and Admissions
 - Ensure timely review of applications
 - Facilitate a consistent and organized process for selection of graduate students. We strongly recommend a holistic review of graduate applicants.

See the Council of Graduate Schools:

- An Essential Guide to Graduate Admissions:
<https://ucmerced.box.com/s/xbs9t1xyypb4r847h8mglocgrd9xsow>

- Holistic Review in Graduate Admissions report:
http://cgsnet.org/ckfinder/userfiles/files/CGS_HolisticReview_final_web.pdf
 - Doctoral Initiatives on Minority Attrition and Completion:
[http://cgsnet.org/ckfinder/userfiles/files/Doctoral Initiative on Minority Attrition and Completion 2015.pdf](http://cgsnet.org/ckfinder/userfiles/files/Doctoral_Initiative_on_Minority_Attrition_and_Completion_2015.pdf)
- Graduate Student Enrollment and Status Forms
- The majority of the Graduate Division forms require the signature of the graduate group chair, and it is important to ensure that all forms are completed in accordance with the graduate group's policies and procedures. For example, on the Application for Qualifying Examination form for doctoral students, it is essential that all committee members meet criteria to serve on the qualifying examination committee and the Graduate Dean approves non-UC Merced faculty. Forms submitted without acceptable approvals/signatures will be considered incomplete and will **NOT** be processed. When a form is processed, the student in question will receive an email notification to their UC Merced email account.
- Student Progress
- Be familiar with these resources:
 - Graduate Policies and Procedures Handbook:
https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/uc_merced_graduate_policies_and_procedures_handbook_18-19.pdf
 - Mentoring Guidelines:
https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/page/documents/ucm_mentoring_guidelines-gc_approved_9_23_14.pdf
See our revised website for additional resources:
<https://graduatedivision.ucmerced.edu/faculty-staff/resources/mentoring-resources>
 - Be familiar with procedures for committee formation, advancement to candidacy, graduation, adding external members to committee, oversight member if needed, etc.
 - Student annual evaluations – **this is critical**. Students need to be informed in a regular and timely manner as to their progress in the program. Please submit all annual reviews by July 31.
 - Support and promote the scheduling of regular advising meetings between students and their advisors and ensure that each student has an advisor.
- Communications
- Keep your graduate group website up to date with news, events, student and faculty research and awards. (Note that news and events can be kept up to date automatically—see C.i. on page 10.)
 - Please identify 2-3 students in your program for promotional stories—send names/email addresses to Brenda Ortiz (bortiz@ucmerced.edu).

- Inform students and graduate faculty of deadlines; refer them to the Graduate Division website for information and forms.
<http://graduatedivision.ucmerced.edu/faculty-staff-resources/forms-publications>

- Enrollment Planning and Projections
 - Enrollment projections—please review these with an eye to faculty:student ratios that are normative in your field. Send any revisions by September 30 to the Graduate Dean (graddean@ucmerced.edu).
 - Review and update the list of graduate program faculty annually. If there are any changes to core and affiliate faculty in your group, please inform Graduate Division. Graduate Division maintains an official list of faculty in each group, and it is essential that it be kept up to date. **Please send a complete list of your group’s core and affiliate faculty to Mayra Chavez-Franco (mchavez@ucmerced.edu) by no later than September 15.**
 - Students on DOC2A (meaning they advanced to candidacy more than three years ago) and filing fee status DO NOT COUNT for enrollment purposes.

- Student Funding
 - Coordinate the nominations process of internal fellowships for graduate students in your program. Nominations should include a brief description of the process and criteria that the graduate group used to choose nominees.

- Program Changes
 - Oversee changes in degree requirements and the program’s policies and procedures. All changes in the degree requirements for students must be approved by the Graduate Council.
 - New courses or modifications must be submitted for review and approval to Graduate Council. The Graduate Council’s course approval and CRF process document provides an overview of the CRF policy, a [checklist](#) and instructions for the [CRF form](#) submission:
https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/page/documents/crf_policy_revised_4.6.2017_approved_by_gc.pdf
 - Ensure the preparation and submission of the Program Learning Outcomes Report for your graduate group. See the submission dates, guidelines and templates:
<http://assessment.ucmerced.edu/academic-program/annual-academic-assessment>
 - Facilitate the academic program review of the graduate group which is generally scheduled every 7 years. Chairs are notified by the Periodic Review Oversight Committee when the group should begin the preparation of their self-study. The updated program review schedule and policies and procedures are available here:
<http://assessment.ucmerced.edu/node/69>

Website

We have created a graduate chair specific page on the Graduate Division website where you will find the agenda, minutes, and links to helpful resources. If there are resources, you fill should be added to the page please email Mayra (mchavez@ucmerced.edu).

- <https://graduatedivision.ucmerced.edu/gradchairs>

III. Recruitment

Fostering a sense of community promotes the development of graduate programs. Attracting, selecting, enrolling prospective students, and retaining current students is critical to the academic reputation of the program.

Every graduate group should have a recruitment plan. Graduate program faculty and current graduate students are the best recruiters for your program. Will Suh is ready to collaborate and is always looking for faculty, and graduate student volunteers for recruitment events. Additional recruitment resources provided by the Graduate Division are application fee waivers for participants in several national organizations who meet the eligibility requirements, lists from the GRE Search Service, and brochures with general information about UC Merced graduate education. For more information contact Will Suh at wsuh@ucmerced.edu.

- Prospective Lists: Graduate group chairs can send their prospective student lists for general email follow-up and tracking to <http://grad@ucmerced.edu>. The names will be entered into the Customer Relations Management (CRM) System for email communication and application tracking.
- Recruitment Fliers: To update graduate program recruitment fliers and email templates for the CRM system, please contact Brenda Ortiz (bortiz@ucmerced.edu) and Will Suh (wsuh@ucmerced.edu).
- Graduate Visitation Weekend: Any additional funds allocated by Graduate Division for Graduate Visitation Weekend should only be used for the GVW related activities, which include costs for visiting prospective students (group activities, transportation, food, and lodging). Graduate group chairs should determine the total travel reimbursement amounts they want to provide each visiting prospective student. Note: payments made to students over \$600 are taxable.

IV. Admissions

The Graduate Division works with graduate groups, school staff and students from recruitment and the submission of application materials all the way through to graduation. The Graduate Admissions unit supports the process in the following ways:

- Recruitment of a diverse and competitive applicant pool
- Advises applicants, school graduate support staff, and faculty on policy and procedures
- ensures an efficient approach to the collection and processing of application materials
- Manages application data and decisions using the Graduate Dashboard

One of the most significant roles of the graduate group chair is facilitating the admissions cycle for their graduate group. A consistent and organized process for the review and selection of graduate students is central to the **holistic** evaluation process and improving acceptance/yield rates.

Application deadlines vary for each graduate group. The general deadline stated by the Graduate Division is January 15, unless noted in the Applications Dates posted on the website: <http://graduatedivision.ucmerced.edu/prospective-students/application-dates>

➤ Helpful links:

- Basic Admissions requirements can be found here: <http://graduatedivision.ucmerced.edu/prospective-students/how-apply/requirements>
- Admissions review tool: *pending*
This tool allows users to review applications, transcripts, test scores, and letters of recommendation. Faculty users can enter comments and recommend admission decisions via this tool.

V. Academic Services

Graduate Division academic services staff is available to help with academic policy pertaining to graduate education. The team is responsible for processing petitions, committee constitutions, advancement to candidacy, intake of theses and dissertations (see the UC Merced guide at http://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/ucm_thesis_dissertation_manual.pdf), conducting the degree checks to award all master's and doctoral degrees, and helping faculty, staff, and students navigate academic performance and progress standards. For any questions pertaining to academic policy and degree completion, contact the Academic Services Staff at gradservices@ucmerced.edu.

Academic Progress

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with the Policies and Procedures for the student's Graduate Group and the policies of the Graduate Council and UC Merced as stipulated in the Graduate Policies and Procedures Handbook and the Graduate Council website.

Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Minimum criteria for determining satisfactory progress towards the degree are outlined in the Graduate Policies and Procedures Handbook:

https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/uc_merced_graduate_policies_and_procedures_handbook_18-19.pdf

Specific Graduate Groups may have higher standards, as identified in their Policies and Procedures.

A graduate student who has not demonstrated satisfactory academic progress may be subject to academic disqualification if satisfactory progress is not achieved within one semester of receipt of Notification of Unsatisfactory Performance. In addition, students who have not demonstrated satisfactory academic progress are not eligible for any academic appointment/employment and may not receive fellowship support or other awards.

Annual Review of Doctoral Students

Student progress towards the degree should be assessed **at least annually**. This assessment should be provided to students in writing with a copy to the Graduate Division by May 1. The graduate group chair is often responsible for organizing the system for annual review of student progress. The program should set up an internal process for this review which provides an opportunity to assess performance and clarify expectations for each stage of graduate study at UC Merced. This review can also function as an early warning sign and an official record of the faculty's efforts to advise the student. Graduate Groups are responsible for providing mentorship throughout the career of every graduate student. It is recommended that each program define what "good mentoring" means and develop its own set of mentoring guidelines. The Graduate Council Mentoring Guidelines are a great resource: [https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/page/documents/ucm_mentoring_guidelines- gc approved 9 23 14-2 1.pdf](https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/page/documents/ucm_mentoring_guidelines-_gc_approved_9_23_14-2_1.pdf)

Degree Completion

The Graduate Division has checklists available to assist with submitting the required forms and filing the thesis and dissertation. All university and program requirements must be met before formal awarding of the degree. Any problems could delay the awarding of the degree and may result in applying for the degree in the next term.

The final version of the thesis and dissertation must be submitted electronically using the ProQuest Electronic Thesis/Dissertation (ETD) Administrator. Once Graduate Division has accepted the thesis/dissertation through the ProQuest website, any problems identified could mean a delay in the awarding of the degree.

- Checklist for completion of master's degree: <http://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/d>

[ocuments/checklist_masters_summer2016_edited.pdf](#)

- Checklist for completion of the doctoral degree:
http://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/checklist_phd_summer2016.edited.pdf

Commencement

Students must have a Graduation Application on file with the Office of the Registrar:

https://mystudentrecord.ucmerced.edu/pls/PROD/bwskgrad.p_disp_grad_term

The online graduation application includes an area for students to indicate their intention to participate in commencement.

- The graduation application deadlines each year are:
 - Finishing in Spring? → Apply online September 16—February 15
 - Finishing in Summer? → Apply online September 16—February 15
 - Finishing in Fall? → Apply online June 16—September 15

VI. Student Financial Support

The graduate chair is a critical source of information for both students and faculty, ensuring that students have adequate funding and that the graduate group’s funding procedures are complete, clear and fair.

Graduate student funding is defined as any type or amount of monetary support administered by the university to support the education and academic employment of graduate students. Graduate student funding comes from a variety of sources, is used for a variety of purposes, and is disbursed through a variety of mechanisms. Outlined below are each of the categories of components that together comprise the administration of graduate funding at UC Merced.

Types of Support

Below are the tuition and cost of attendance at UC Merced as a graduate student for AY 2017-18.

Estimates for AY 2017-18 ¹

	Fall	Spring	AY
Cost of Education			
Tuition	\$5,751.00	\$5,751.00	\$11,502.00
Student Services Fee	\$564.00	\$564.00	\$1128.00
Health Insurance ²	\$1048.87	\$1468.42	\$2517.29
Campus Based Fees	\$318.50	\$318.50	\$637.00

Additional Cost for Non-Residents of California			
Non-Resident Supplemental Tuition (NRST) ³	\$7,551.00	\$7,551.00	\$15,102.00

Cost of Living ⁴			
Room and Board	N/A	N/A	\$7987.00
Books and Supplies	N/A	N/A	\$1,419.00
Personal Expenses	N/A	N/A	\$1,887.00
Transportation	N/A	N/A	\$1,419.00

Grand Total			
Resident	N/A	N/A	\$27,384.00
Non-Resident	N/A	N/A	\$42,486.29

¹ Estimates may change without notice.

² Health Insurance can be waived.

³ NRST may be waived for six consecutive semesters following advancement to candidacy.

⁴ Cost of Living is based on the estimated undergraduate cost of attendance if living off-campus.

⁵ CA residency should be established with the Registrar by US citizens or other permanent, legal residents of the US who have resided in CA for at least one year.

The above chart only covers the estimated costs for the academic year and not the summer months (June – August).

Funding Mechanisms

Semester support typically takes the form of a student appointment as a Teaching Assistant/Fellow (TA), Graduate Student Researcher (GSR), and/or fellowship. Each type of support is summarized below:

- Teaching Assistant/Fellow: TAs provide instructional assistance in undergraduate courses, and very occasionally in graduate courses. If appointed as a TA at 25% FTE or more, a graduate student will receive a salary and fee remission for the semester (or semesters) they are employed. Fee remissions charge the funding source for the student’s Tuition, Student Services Fee and Health Insurance Fee; students remain responsible for paying their Campus Based Fees by the Fee Payment Deadline. If a Doctoral student has a NRST fee and is an internally funded TA, the NRST charge will automatically generate a Graduate Division NRST Fellowship to cover that fee.
- Graduate Student Researcher: GSRs contribute to the work of funded research projects, usually but not solely from external funds. If appointed as a GSR at 24% FTE or more, a graduate student will receive a salary and fee remissions for the semester (or semesters) they are employed. Fee remissions charge the funding source for the student’s Tuition, Student Services Fee and Health Insurance Fee; students remain responsible for paying their Campus Based Fees by the Fee Payment Deadline. If a Doctoral student has an NRST fee and is an internally funded GSR, the NRST charge will automatically generate a Graduate Division NRST Fellowship to cover that fee.

- Fellowships: Fellowships directly support the training and education of graduate students—they are not forms of employment like TAs and GSRs. Fellowships have the flexibility to pay for fees, a portion of fees and/or be direct payments to students. Fellowships may be funded by the Graduate Division, school, graduate group, faculty, and/or an external agency that has the funds to do so.

All internal fellowships must follow a transparent award process that allows all eligible students equal consideration. All internal fellowships must have guidelines that include eligibility criteria, awarding criteria, and detail the level of support. The following are brief descriptions of appropriate fellowship processes:

- Fellowship Application Process: A traditional fellowship where the awarding unit posts a call containing criteria to all eligible students. Students then apply, and a review committee recommends awardees to the Graduate Division. Awardees would then accept or decline the awards. An example of this would be the President's Dissertation Year Fellowship.
- Fellowship Nomination Process: Similar to the Fellowship Application Process, but instead of asking the students to apply, faculty and/or members of the campus community nominate students based on award criteria. A review committee then recommends awardees to the Graduate Division. An example of this would be the Eugene Cota-Robles Fellowship.
- Direct Fellowship Award Process: Similar to the above processes, but instead of applications or nominations, the award is based on criteria pre-set and automatically applied when the requirements are met. An example of this would be the Graduate Division NRST Fellowship governed by the NRST Fee Coverage Funding Memo.

Any fellowship that is awarded outside of the processes mentioned above must be reviewed by the Graduate Division before any awards are made. Graduate Division will determine whether it needs to go through the Sponsored Projects Office.

- Fellowships vs. Financial Aid Loans: Per federal guidelines, all fellowship awards are taken into consideration when determining student loan eligibility. If a graduate student accepts a fellowship for an academic year in which they have been offered and/or accepted federal student loans, including after the academic year begins, their eligibility to receive student loans will be readjusted and their loans could be reduced. In most cases at UC Merced, the fellowship funds go towards reducing student loan debt, rather than being disbursed as a stipend to the student.
- Self-Funded Students: Self-funded students are responsible for paying for their education by their own means. Self-funded students may take out financial aid loans to pay for their education, or they may use funds generated outside the university.

- Summer Support: Summer funding may take the form of TA or GSR appointments, or fellowships.

Funding Sources

There are a variety of internal and external funding sources, but here we list the most common ones:

- Instructional Budget (internal): Currently, all TA appointments are funded by the instructional budget within each school, which means all TA appointments are internally funded. This fund would be the source for the student's salary and also be charged the student's fee remissions, not including NRST.
- Start-Up Funds (internal): It is possible to use start-up funds to fund a GSR appointment, which would make the GSR an internally funded appointment. This fund would be the source for the student's salary and also be charged the student's fee remissions, not including NRST.
- USAP Funding Model (internal): In AY 2013-14 the Graduate Dean implemented the USAP Funding Model, which is intended to provide the schools, graduate programs and faculty a consistent and predictable flow of internal funds for their graduate students' year after year. The model has three main parts:
 - NRST Coverage: Doctoral students who are fully funded as a TA, GSR or fellow will have their NRST fee covered by a Graduate Division NRST Fellowship. At present this coverage can be extended to Masters students as well, but only by exception.
 - Grant Incentive – For grants paying full-indirect costs and employing a GSR (24% FTE or more), 25% of the GSR resident tuition & fees (including health insurance) will be immediately covered, meaning that grants only need to be charged 75% of the GSR resident tuition & fees. TA/GSR split appointments (combined 24% FTE or more), where the GSR funding source is paying full-indirect costs will also be included with this incentive.
 - Graduate Group and Dean Allocations: These allocations can be used for fellowships only. Any unused funds are swept at the end of each fiscal year.
- External Grants (external): Graduate students are commonly appointed as GSRs funded by external grants. This fund would be the source of the student's salary and also be charged with the student's fee remissions. Please see the Grant Incentive under the USAP Funding Model above for grants paying full-indirect costs.
- External Fellowships (external): External agencies may award graduate students fellowships. These types of fellowships could be awarded in various amounts and ways, but they are typically administered through UC Merced and cover the cost of

attendance for the student. If the full cost of attendance is not covered, then remaining costs may be covered by the faculty member, graduate group, school, or Graduate Division.

VII. Communications

Branding and Standards

As the university continues to evolve, communication and administration officials on campus have begun a concerted branding effort that encompasses everything from the way we refer to UC Merced to the colors that we use in any major outward-facing publication, brochure, etc. You can find the full set of brand standards on the Communications web site:

<https://publicrelations.ucmerced.edu/brand-standards>

- UC Merced Name & Logos: Always refer to UC Merced as University of California, Merced or UC Merced, *not* UCM. This is especially important in print materials, on your website, and on social media. This is not arbitrary; there are a number of schools for which the acronym UCM could be used. We want to be sure that our audience (prospective students, faculty and administration at other institutions, parents, etc.) are always clear on who we are so that the UC Merced name can continue to build an excellent reputation.
- Colors & Aesthetics: Communications has developed a comprehensive set of 'branded' colors that should be used for any print publication with an external audience (i.e., recruitment materials). <https://publicrelations.ucmerced.edu/brand-standards/colors>
- Website: Graduate group websites are standardized please consult with Breda (bortiz@ucmerced.edu) or the web team before making any changes to fonts, colors, or major design elements on your site. <https://publicrelations.ucmerced.edu/brand-standards/web>
 - Automatic events & news for each site
Most graduate group websites run a script that automatically pulls news and events related to their group site from the main UC Merced website. This helps to keep the content in those areas of your site fresh and updated with minimal effort. If you have group-specific events that you want to publicize, be sure to add them to the university Events page: <http://events.ucmerced.edu/>
 - General updates to web content
Contact Brenda for general content updates to your website. For larger projects, she will act as your liaison to the Communications web team to expedite your wait.

Communications Support & Training

- Let Graduate Division know about news of awards, publications, conference honors, etc., that are bestowed on your group's faculty and students by filling out the form here: <http://graduatedivision.ucmerced.edu/form/news-submissions>. Brenda will do everything she can to make sure that your news is publicized or amplified. To get more information about promoting your work/your student's work in the press/on social media/within the university contact Christy to discuss your particular needs.
- If press contacts you for a comment on a news piece or a more general interview, contact Brenda Ortiz at bortiz@ucmerced.edu.
- If you are interested in a general training session on self-promotion via traditional press and social media, Brenda will be organizing one at the start of the semester.
- The Conversation (<https://theconversation.com/us>) is an independent source for informed commentary and analysis, written by the academic and research community and edited by journalists for the general public. As a Founding Partner of The Conversation, UC Merced researchers have been republished in outlets such as Newsweek, Business Insider, Quartz, The Huffington Post, and New Republic, to name a few.

Partnering with The Conversation for publication is relatively easy (most pieces are relatively short and the Conversation editors work with you as you go) and has the potential to put your work and the UC Merced name in front of a large audience.

For more information, talk to your peers on campus that have published with the Conversation (there are a number of them!) or contact Maria Balinska at the Conversation: maria.balinska@theconversation.com.

VIII. Events

A comprehensive Graduate Division Events and Deadlines Calendar has been created to help guide you through the 2018-2019 academic year (see <https://ucmerced.box.com/s/139rc6rp9ltx74cr8pfajsope4ukqs4l>).

IX. Graduate Resource Center

The Graduate Resource Center (GRC) is located in the Student Services Building Room 217 for students at all stages of their graduate careers. Below is a list of key programming provided by the Graduate Resource Center:

- GRAD-EXCEL Peer Mentorship Program: The [UC Merced GRAD-EXCEL Program](#) promotes early success in first-year doctoral students, through coaching and engagement with a community of advanced doctoral peer mentors. Each incoming doctoral student is guided by a GRAD-EXCEL Peer Mentor (matched by research discipline) as they acclimate to UC Merced and their graduate studies during their first academic year. The peer mentors, in turn, receive guidance from a faculty member in the graduate group (usually, but not always, the graduate group chair).
- GEARS: [Graduate Enrichment and Advancement Resources and Services \(GEARS\)](#) is the Graduate Division's multi-track professional development series. During Fall 2018, the Graduate Division, led by Associate Dean Chris Kello (ckello@ucmerced.edu), will offer a 1-credit graduate professional development course that covers academic aspects of graduate professional development that generalize across disciplines. All students are welcome to attend individual seminars, whether or not they are registered for the course. See Section X for more information about individual seminar offerings.
- GradSLAM!: [GradSLAM!](#) is a UC system-wide competition that asks graduate students to explain the methods, results, and significance of their research via a three-minute presentation to a non-specialty audience and panel of judges.

As a participant, graduate students are challenged to practice and perfect their answers to the inevitable question, “What is your research about?” Along the way, they have the opportunity to improve their presentation skills significantly. The grand prize for the UC Merced GradSLAM! is a \$5000 fellowship, and the campus winner goes on to represent Merced at the systemwide competition.

- Graduate Dean’s Advisory Council on Diversity (GDACD): The [Graduate Dean’s Advisory Council on Diversity \(GDACD\)](#) is a council of graduate students dedicated to enhancing and strengthening a culture of open inquiry, pluralism, mutual respect, and engagement among—and for—graduate students through the work of the council itself and active advisement to the Graduate Dean. The council is composed of seven graduate students: one representative from the Graduate Student Association (GSA) and two representatives from each school.
- [Statistical & Writing Tutors](#): The Graduate Division employs two Ph.D. students during the Fall and Spring semesters to help other graduate students with their academic writing and statistical analyses for coursework and research. The tutors are available to read overwriting and statistical analyses, provide corrections and feedback, and point out relevant resources. Because students need to do their work, the tutors cannot write or run analyses for students. The tutors have standing office hours each week for students to seek help and guidance on a walk-in basis.
- Weekly Write-Ins: Graduate students write a lot—proposals, papers, qualifying exams, dissertations, books, etc. Many graduate students also run a lot of statistical analyses for

their research, which can range from tables and graphs to advanced models and inferential tests. Sometimes it helps to have a scheduled time and place to write or analyze with a group of peers who need to do the same thing. It also can help to set a concrete goal for each block of writing time or statistics time, and have the comradery of working with peers to help accomplish your goals. To this end, the Graduate Division reserves space **every Wednesday afternoon from 3-5 pm** to facilitate graduate progress on writing and statistical analysis projects. Students can show up and start working, or they can “check-in” electronically beforehand. Students are also able to enter their writing or analysis goals on a Google Spreadsheet before each session as a tool for planning, tracking progress, and holding themselves accountable. The graduate writing tutor attends the session each week and can chat briefly with students at the beginning of the session to go over goals and tasks, as well as to answer questions that arise during the session.

- **Dissertation Bootcamp:** [Dissertation Boot Camp](#) is an intensive week-long workshop, offered each year in January and May, that provides dedicated and quiet writing space for students who are looking to jumpstart their dissertation, thesis, or proposal writing process. Trained editors help students improve their writing, and optional mini-workshops over lunch provide many writing-related resources and information.
- **Library of Successful Fellowship Proposals and Grants:** Graduate Division maintains a library of successful fellowship and grant proposals that have been funded for students at UC Merced. Students are welcome to stop by our office in SSB 217 to browse these proposals.
- **The Mix n’ Mingle Series:** Hosted by the Graduate Division and the Office of Student Life, these events facilitate interaction across academic units and encourage community building through on and off-campus activities. The more integrated and connected students become, the more likely they are to complete their educational goals.

The Graduate Resource Center distributes a weekly digest of events and programs through the graduate resources email account and on our Facebook page. The weekly digest includes information about Writing and Statistical tutors, Dissertation Bootcamp, GEARS, GRAD-EXCEL and other programs that could prove beneficial to graduate student success.

We also have an online resource library organized by topics on our website. Students have access to information on transitioning to graduate school; time management, well-being and productivity; academic writing and data management; fellowship and grant writing; conference posters and presentations; teaching resources; and preparation for the job market and beyond. More information is available on our website at <https://graduatedivision.ucmerced.edu/funding/more-information/transitioning-graduate-school>.

X. Other Relevant Information for Graduate Group Chairs

Professional Development

Graduate students benefit from activities that prepare them for graduate student success while at UC Merced and beyond. In Fall 2018, the Graduate Division is offering a formal, cross-listed, 1-credit graduate course, led by Associate Dean Chris Kello (ckello@ucmerced.edu).

The course will be a weekly seminar that covers academic aspects of graduate professional development that generalize across disciplines. Students are welcome to register for the course to receive credit for attendance and engagement in seminar exercises. Or, students may attend any of the seminars and workshops individually without registering, and benefit from the information and discussion. The two-part workshops are designed to be most beneficial when students attend both parts.

- 9/4 | Adjusting to Graduate School
Graduate studies are very different from undergraduate studies, and the transition to graduate school can be challenging. In this seminar, we will discuss these differences and how to navigate the process of becoming a graduate student.
- 9/11 & 9/18 | Applying for Pre-Doctoral Fellowships I & II
Graduate fellowship funding is one of the best ways to support your research and education. This workshop will review the most common sources of graduate fellowship funding, provide tips and advice on how to prepare a successful application, and feedback on fellowship application writing for those who enroll in the course.
- 9/25 & 10/2 | Applying for Academic & Industry Jobs
Getting ready for the academic job market can be daunting. These workshops will review the different types of academic career paths, how to get started on each of them, and how to prepare for the application process, including CVs, cover letters, research and teaching statements, and interviews.
- 10/9 & 10/16 | Academic Writing I & II
Graduate students learn to write research and review articles, qualifying exam essays, dissertations, and various other academic documents. This workshop will review some of the more common styles, techniques, and organizing principles for crafting academic papers.
- 10/23 | Finding and Applying for Postdoctoral Positions
In many fields, it is common for graduate students to become postdoctoral researchers after obtaining their Ph.D. degrees, as a useful or necessary step towards an academic career. This seminar will review different types of postdoctoral positions and fellowships, how to find and apply for them, and what it is like to be a postdoc.

- 10/30 | Advisor/Advisee Relationships
Your relationship with your graduate advisor is one of the most important of your graduate and academic career. This seminar will review the spectrum of advisor/advisee relationships, and provide some tips and advice on how to manage communications, expectations, and issues that might arise between advisors and advisees.
- 11/6 & 11/13 | Being an Effective Instructor I & II
Teaching and research are the two pillars of academics, and most graduate students will be supported as teaching assistants at some point in their graduate careers. This workshop will review the basic principles and techniques of college-level instruction, and demonstrate some current trends in pedagogy.
- 11/20 | Giving Effective Presentations
Research must be well-communicated to have an impact on other researchers and stakeholders. Writing is typically the primary mode of dissemination, but oral presentations are indispensable for rapid communications and networking. This workshop will review current tools and techniques for creating slides and posters and will provide a forum for students to practice oral presentations.
- 11/27 | Leadership & Teamwork in Research
Research in academia, as well as government and industry labs, is becoming more interdisciplinary and collaborative. This seminar will review recent trends in tools and techniques for managing and participating in team-based research projects.

Health and Wellness

Graduate group chairs may become aware of students experiencing physical, emotional and mental health concerns and challenges. There are a number of counseling and advocacy services available to all graduate students in need of support:

- **UC Merced Counseling & Psychology:** To make an appointment with a counselor, students may contact CAPS at 209-228-4266. Counseling & Psychological Services is open from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding weekends and holidays. If a student is in crisis, you may want to walk them over to CAPS, and they will be triaged quickly.
- **Additional Resources via UC Merced Health Services:** Health Services provides comprehensive medical, mental health and health promotion services to all registered UC Merced students. Services are designed to minimize the impact of illness, emotional distress, and injury on studies and work.
- **UC Merced CARE (Campus Advocacy, Resources, and Education) Office:** The CARE Office provides prevention education for the UC Merced community to achieve an environment free from the threat of sexual violence, dating/domestic violence and stalking.

- **Disability Services:** The Disabilities Services Office is the go-to location for graduate students in need of help or advice about disability resources.
- **Ombuds Services:** The Office of the Ombuds serves as a safe, alternative channel for confidential, neutral and informal dispute resolution services. Faculty, lecturers, postdoctoral scholars, staff, students and anyone else with a campus-related concern may use the Office of the Ombuds to discuss workplace issues, interpersonal conflicts, academic concerns, bureaucratic slow-downs and other problems. For a list of conflict resolution resource and referral options for students, staff and faculty, please see https://care.ucmerced.edu/sites/care.ucmerced.edu/files/page/documents/resource_and_referral_options_updated_aug_2018.pdf.
- **Safe Zone (LGBTIQ):** This program identifies students, faculty and staff members who will provide empathy, acceptance, support and resources for gay, lesbian, bisexual, transgender, intersex students and all forms of gender expression. Students will know who they can go to for help by the Safe Zone symbol posted in the individual's workspace. This symbol also means that biased and offensive actions and comments will be addressed in an educational and informative manner.
- **Undocumented Students and Special Populations:** The Office for Special Populations promotes the advancement and accessibility of undocumented students into higher education. They support and provide individualized service for each student focused on academic assistance, financial aid resources, legal assistance, and utilization of a collaborative campus and community referral network. The office advocates for campus practices that treat all undocumented students with respect and dignity. Students will know who has received UndocuAlly training by the symbol posted in their workspace.
- **Veteran Services:** This office submits entitlement requests for new and continuing students to the U.S. Department of Veterans Affairs, answers questions from veteran students or dependents concerning educational benefits, and provides resources and programs to assist veterans in navigating their transition to civilian and student life.

Placement of Graduates

The academic job market can be difficult to navigate under the best circumstances. Graduate group chairs can be an excellent resource for faculty and students in the job search process.

Although the resources needed will vary by field, below are some ideas that can help guide you:

- Provide a “going on the job market” workshop
- Invite alumni to participate in a panel about different kinds of jobs in your discipline
- Create a library of sample CVs, cover letters and teaching portfolios of successful students for current job seekers.

Appendices

Appendix A: Graduate Group Chair Responsibilities

Appendix B: Contact List