**GRADUATE COORDINATOR/DIRECTOR**

**Official Appointment Notification**

The following individual has been appointed to the position of Graduate Program Coordinator/Director in accordance with APM 122, <https://academics.fresnostate.edu/facultyaffairs/documents/apm/122.pdf>.

**Name of Appointee**      

Tenured or  Tenure Track

**Employee ID#**   \_\_\_\_\_\_\_\_\_

**Appointment begins**

# Effective date

Appointment period,      years.

Interim appointment only, expires  (date)

Number of units of assigned time (If any)  

Office Phone  Dept. Phone  Mail Stop

Office Room Number  E-mail

Department

Graduate Program/Option

External/Special Session Program\*  Yes  No

In addition to routine coordinator/director functions, the following special goals have been proposed for this assignment:

**ELECTRONIC ADMISSIONS**:   
*(complete only if the Graduate Coordinator is assigning to a staff member)*

The Graduate Coordinator will be supervising the following staff member who has student records security clearance to provide admissions and related staff level functions for the graduate program.

**Name**  **Staff ID#**

Staff member access:  Review applicants only  Review applicants and enter admission decisions

*Note*: Only one person, either the coordinator or the designated staff member can be authorized to enter admission decisions.

Appointee’s signature Date

Department Chair’s signature Date

College/School Dean’s signature Date

**Return completed form to the Division of Research & Graduate Studies, M/S TA51**

\* Names of coordinators appointed to direct off campus/special sessions programs are also forwarded to the Associate Vice President, Division of Continuing & Global Education.

DRGS 07.21.23 dln