

THE GRADUATE COORDINATOR/DIRECTOR

ROLE

As graduate coordinator/director you are essential to the welfare of our graduate community: you bear the major responsibility for leadership of the graduate program within your department or college/school. As such, you have the important role of liaison with the Division of Graduate Studies, and will need to stay current on policies and procedures relating to graduate education.

The following is a general overview of the graduate coordinator/director's position; more specific duties and responsibilities are determined by the department chair or appropriate administrator, and may vary from program to program. (The complete, approved campus policy on the graduate coordinator/director position is currently available in the Division of Graduate Studies, and is to be included in the *Academic Policy Manual*.)

The graduate coordinator/director works with the department chair and program faculty to

- direct and coordinate the graduate program;
- lead marketing and program recruitment efforts;
- coordinate procedures for admission or denial of graduate program applicants;
- provide initial graduate student advising;
- maintain departmental graduate student records and track all students in the program; and
- handle graduate student petitions and appeals, lead graduate program planning and curriculum development, and coordinate program review and assessment

Important: The Graduate Program Coordinator/Director's signature is required on all forms filed with the Division of Graduate Studies. In your absence, the department chair or other designee is given signature authority.

Change of Graduate Coordinator/Director

New and interim appointments should be filed on the "Notification of Change in Graduate Coordinator/Director" form (available online via the "Forms" link on the DGS Web site).

RESOURCES

We want you to know that you are not alone! The campus offers many forms of support to help you through your advisement and decision making. We are including here a selection of what we consider the most useful among these.

Support Personnel

During your tenure as graduate coordinator/director, you will have access to a large group of administrators, staff, and faculty appointees whose special expertise is important to your advisement role. A short list follows:

University Graduate Committee The University Graduate Committee is a standing committee of the Academic Senate and consists of representatives from each of the academic colleges/schools and the graduate dean. Members are charged as follows: “The Graduate Committee shall be the deliberative body of the faculty on matters relating to . . . postbaccalaureate and graduate instructional development and delivery; . . . and recommend such university-wide graduate policies, standards, and procedures as are conducive to the maintenance of quality in advanced degree programs . . .” (APM 129-8). The committee meets regularly every Tuesday throughout the academic year. Minutes are distributed to the departments through the chair and the department administrative assistants and should be reviewed carefully.

The University Graduate Committee members are elected by the faculty. Current committee members are listed on page A-2 of the electronic version of the handbook, “Procedures & Guidelines for the Graduate Coordinator/Director”: www.csufresno.edu/gradstudies/handbook.

Graduate Curriculum Subcommittee

The Graduate Curriculum Subcommittee is a standing subcommittee of the University Graduate Committee and consists of representatives from each of the academic colleges/schools. This committee reviews proposals for course/curriculum changes, deletions, new course proposals, changes in the graduate writing requirement, and catalog copy pertaining to graduate programs. An exception is substantive graduate program changes; these are reviewed by the University Graduate Committee.

Graduate Curriculum Subcommittee members are appointed by the University Graduate Committee. Current designees can be found on page A-3 of the electronic version of the handbook, “Procedures & Guidelines for the Graduate Coordinator/Director”: www.csufresno.edu/gradstudies/handbook.

**Departmental
Support: Chair,
Graduate Faculty,
Department
Graduate Committee**

Your department chair is the primary support for you in your coordinator/director assignment. He or she has signature authority in your absence, and provides advisement and fiscal leadership within the department.

Graduate Faculty: Each graduate program has a designated group of graduate faculty who is primarily responsible for supporting the program and serving as the program's consultative body (a minimum of five, as stated in the *Academic Program and Resource Planning Guide*). The criteria for designation of this faculty group and a description of their role are outlined in the Academic Policy Manual, 226-2, "Policy on Graduate Faculty Groups for Graduate Degree Programs" (for graduate faculty) and 227-1 – 227-2, "Policy for Graduate Faculty Groups for Doctoral Degree Programs" for doctoral faculty. In summary, a member of the graduate faculty or doctoral faculty

- must be a full-time, tenured, or tenure track faculty member;
- must be willing to serve and assume the responsibilities of the graduate/doctoral faculty group, including serving on and/or chairing theses, projects, dissertations, and/or examination committees;
- should show evidence of ongoing scholarly activity and possess expertise specific to the graduate/doctoral program;
- must have been recommended in accordance with program bylaws, have the approval of the department chair and college/school dean, and meet any additional criteria the department may recommend.

Your department's graduate faculty and graduate committee help interpret and adjudicate departmental policy, course and curriculum, and other related graduate issues.

**College/School
Support**

The academic college/school dean provides college-level leadership, resources, and linkage to overall university administrative personnel and policy decisions. The college/school University Graduate Committee representative reports to the college/school.

Division of Graduate Studies (DGS) The graduate dean and associate dean, along with their staff, offer specific expertise related to the major areas of graduate studies. Coordinators/directors are encouraged to stop by the office and become acquainted with the staff early in their advisement career. See “Campus Resources” (Section B of this handbook) for further information on hours, phone numbers, and e-mail addresses, and specific DGS staff assignments.

Publications/Files

At some point, you will probably need to consult one or more of the following publications, which, along with your students’ files, can be considered the “core” of a coordinator/director’s library.

- General Catalog* University catalogs for the past five years — our university’s limitation on a student’s time to degree — may be needed for consultation. This is one of the most critical of your resources. Official policy is recorded here. The current catalog and an archive of past catalogs are available online at <www.csufresno.edu/catoffice>.
- Academic Policy Manual* Indispensable! This regularly updated manual defines roles such as that of the University Graduate Committee and contains official procedural statements on such matters as plagiarism, grievance, etc. (Available through the department or via the Web site: <www.csufresno.edu/aps/apm/apm.html>.)
- Class Schedule* Class schedules may be important resources for determining past instructors of record, course offerings, and tracking departmental curriculum. A five-year collection may prove useful.
- Guidelines for Thesis Preparation* The Graduate Division publishes the *Guidelines for Thesis Preparation*, which is available for purchase in the Kennel Bookstore or electronically (no charge) from the Thesis Office Web site: <www.csufresno.edu/gradstudies/thesis/>.
- Student files** Files for all program students must be carefully maintained and updated. Copies of all critical paperwork and student contacts should be kept. For your general information, the DGS retains Petitions of Advancement to Candidacy and degree clearance paperwork for 75 years! Retention of all other departmental paperwork (student contact notes, etc.) may be determined within the individual program.

Electronic Publications (e-Pubs)

The Division of Graduate Studies has electronic publications (ePubs) available online. These documents are updated as needed and provide an immediate information source for faculty and students.

Chart Your Course This guidebook is designed for use by students. It explains the three basic steps (admission to graduate standing, advancement to candidacy, and awarding of the graduate degree) and provides other information supplemental to the graduate degree experience. A personal copy of this guidebook is mailed to all newly admitted graduate degree students each semester. It is also available online at the DGS Web site via the “E-Pubs” link.

Financial Aid Sourcebook This electronic publication describes various types of financial support available to graduate students at California State University, Fresno. There are a number of assistantships, fellowships, grants, loans, and employment options that are open to qualified students each year. This e-pub also contains links to financial aid resource directories and funding agencies targeting the graduate student.

The Mentoring Relationship This helpful policy statement guides graduate faculty and students as both endeavor to a strong, mutually beneficial mentoring relationship. Individual sections provide useful direction to academic units, mentors, and mentored students, outlining clearly and concisely the responsibilities of each. The *Mentoring Relationship in Graduate Education* is a tremendous resource to graduate faculty and graduate students alike.

The Thesis Review The *Thesis Review* is an electronic listing of all theses completed during a specified time period. The document lists the names of all thesis authors, complete thesis titles, thesis chairs, and research highlights from a given semester or year. Because the *Thesis Review* is an electronic document, it also contains hyperlinks to thesis abstracts and Division of Graduate Studies Web pages featuring the accomplishments of our graduate students.

Guidelines for Thesis Preparation The *Guidelines for Thesis Preparation* is a requirement for students undertaking the thesis as their culminating experience. The thesis process, all formatting requirements, and sample pages can be found here.

Format and Guidelines for Dissertation Preparation The *Format and Guidelines for Dissertation Preparation* is a requirement for doctoral students undertaking their dissertation. The dissertation process, all formatting requirements, an requirement d sample pages can be found here.

Electronic Support

GradInfo Listserv

This internal campus e-mail network is available to all faculty and staff interested in exchange of information relating to graduate issues. This Listserv is also used for keeping you updated on events, fellowships, and deadlines for graduate students and faculty.

To post a message to the Listserv, create a new message to: gradinfo@listserv.csufresno.edu. To add your faculty or staff to the Listserv, please contact Steve Nasse <stephenn> in our office.

DGS Web Site

The Division of Graduate Studies Web site includes comprehensive information for you and students on the following: admissions, financial aid, procedures and guidelines for new and current students, deadlines, handbook, thesis, news and events, and access to forms. Encourage use of our Web site for your graduate students' convenience.

PeopleSoft Questions

PeopleSoft questions should be directed to the Help Desk at 278-5000.

Guides and tutorials are available on the Teaching Learning Technology (TLT) Web site: <<http://training.csufresno.edu>>.

Useful Web Sites

Financial Assistance (Fresno State):
<www.csufresno.edu/finaid/>

Academic Policy Manual (APM):
<www.csufresno.edu/aps/apm/apm.html>

Mentoring guidebooks:
<www.rackham.umich.edu/downloads/publications/Fmentoring.pdf>

Program assessment:
<www.csufresno.edu/irap/assessment/index.shtml>

Standardized testing sites: <www.csufresno.edu/testing>

GRE <www.gre.org>
GMAT <www.mba.com>
TOEFL <www.toefl.org>

**Useful info
to give students**

Career Center: job search <www.csufresno.edu/careers>

Chart Your Course to a Master's Degree (DGS's student guidebook):
<www.csufresno.edu/gradstudies/epubs/guidebook.pdf>

College and University Information:
<<http://www.petersons.com>>

Electronic application to the university: <www.csumentor.edu>

FAFSA application: <www.fafsa.ed.gov>

Financial Assistance (Fresno State):
<www.csufresno.edu/finaid>

*How To Get the Mentoring You Want: A Guide for Graduate Students
At a Diverse University:*
<www.rackham.umich.edu/student_life/publications>

Where to apply for further graduate schooling:
<www.gradschools.com>

Scholarship Web Application:
<www.csufresno.edu/scholarships>