

## **History Department Policies Re the Director of Graduate Studies (DGS)**

### **A. Appointment**

The DGS is appointed by the Dean of the College of Arts and Sciences, per Graduate School Policy of 1 August 2018. See Appendix A below for this policy.

### **B. Qualifications**

Per Graduate School policy, any tenured member of the faculty may serve as DGS. A candidate for DGS must be able to work smoothly with the Head, and carry out all the responsibilities defined in 1E below.

### **C. Reporting Lines**

The DGS reports to the Department Head and also to the Dean of the Graduate School.

### **D. Length of Term**

Per Graduate School policy, the DGS serves a three-year term. Appointments may be renewed for additional three-year terms provided that reviews by the Head, faculty and Graduate School are positive.

### **E. Responsibilities**

1. General: Per Graduate School policy, the DGS is ‘the primary responsibility for graduate education in the department ... and serves as the liaison with the Graduate School.’
2. The Graduate Committee: the departmental Graduate Committee exists to aid the DGS in the fulfillment of his/her duties; the Graduate Committee is thus advisory to the DGS. Membership in the Graduate Committee is determined by the Head, in accordance with the department Governance Document, and in consultation with the DGS.
3. Specific Responsibilities: the DGS, working with the Graduate Committee, and, as appropriate, with the Director of Public History, is responsible for the following duties:
  - a. Admission and Recruitment: the DGS is responsible for establishing and maintaining departmental admissions standards, which must be consistent with Graduate School admissions policies. The DGS, working with the Graduate Committee, reviews applications for admission and makes recommendations to the Graduate School. The DGS, working with the Director of Public History, is also responsible for recruitment efforts and efforts to secure fellowships for Graduate Students.
  - b. Advising: the DGS shall advise each admitted or incoming graduate student each semester. The DGS also handles all communications with the Graduate School concerning transfer of graduate credit, advanced standing, leaves of absence, reinstatements, extensions of time, and information on students in academic difficulty.
  - c. Advocacy: the DGS, together with the Director of Public History, advocates in a general way for new and continuing graduate students. The DGS is responsible for ensuring that graduate

students in the department select a representative to the Graduate Student Association by 1 September of each year. The DGS also works with the Graduate School concerning student complaints and grievances, student conduct, students in psychological difficulty, and other issues.

d. Communications: the DGS is responsible for promptly and fully informing the department faculty of all pertinent announcements concerning graduate education, especially those coming from the Graduate School.

e. Degree Completion: the DGS serves as the final authority in certifying that a graduate student's Plan of Study has been completed, and is responsible for submitting that Plan to the Graduate School for final audit and clearance.

f. Communicating Department Requirements: the DGS is responsible (in advising and informally) for explaining all curricular and other academic requirements to graduate students, as per Graduate School policy. The DGS also takes part in departmental curricular review processes pertaining to the graduate programs.

g. Evaluation: the DGS is responsible for overseeing, in conjunction with appropriate faculty mentors and advisors, the process of evaluating each graduate student's academic progress each semester; he/she is also responsible for ensuring that students are apprised of their progress and/or standing in the program. The DGS must also evaluate students' ability to maintain appropriate standards of professional integrity as stated in the Graduate School policies and/or the departmental handbook.

h. Fellowships and Funding: the DGS, working with the Head and the Graduate Committee, is responsible for apportioning departmental sources of funding for graduate students (GA-ships, TA-ships, and tuition waivers). The DGS is also expected to alert students of appropriate opportunities for additional sources of funding (departmental, disciplinary, and/or professional) and outside fellowships. As noted above, the DGS nominates new and admitted students for UNCG fellowships. The DGS renders account of all received student funding to the Graduate School. As appropriate, the DGS pursues and assists in development opportunities.

i. Policy and Compliance: the DGS is the official departmental interpreter of Graduate School rules and regulations. In consultation with the Graduate Committee, he/she is responsible for ensuring that department policy and practice conform to Graduate School and University policy.

## **F. Selection of the DGS**

The Head shall propose a nominee to the Department, representing the faculty, based on the responsibilities outlined in E above. Tenure-stream faculty shall have an opportunity to provide feedback to the Head concerning this nomination. The Head will forward his/her recommendation, along with faculty feedback, to the Dean, who makes the final appointment.

Qualifications for nominations include the following: tenured status; familiarity with the graduate program; willingness to serve; ability to interface well with the Head; ability to work with the Director of Public History, ability to lead the Graduate Committee; ability to carry out all the responsibilities outlined in E above; and others as necessary.

### **G. Evaluation of the DGS and the Graduate Program**

Each spring the Head will distribute an evaluation form (see Appendix B below) to all members of the Graduate\_Committee, as representatives of the larger faculty. This form will ask recipients to evaluate the DGS and the graduate program(s). The Graduate School may wish to offer its independent evaluation of the DGS. The Head or his/her designee will tabulate the evaluations and share them with the Dean and the Graduate School.

### **H. Removal of the DGS**

The Head, upon consultation with the Graduate School and/or the faculty as appropriate, may remove the DGS before the end of his/her three-year term.

### **I. Interim DGS**

In the case that the DGS is unable to fulfill his/her duties due to illness, leave, or other exigencies, the Head shall name an interim DGS, in consultation with the Graduate School and/or the faculty as appropriate.

# Appendix A: Graduate School Policy, 1 August 2018

## Appointment as Director of Graduate Studies

**Responsible University Officer(s):** Provost and Executive Vice Chancellor

**Policy Owner(s):** Vice Provost and Dean of The Graduate School

**Policy contact(s):** *Kelly Burke*

**Date Revised:** New Policy: August 1, 2018

**Effective Date:** August 1, 2018

### POLICY STATEMENT

1. Every graduate program must have a Director of Graduate Studies<sup>1</sup>, appointed by the unit dean after consultation with the department head and program faculty.
  2. Appointments are for three-year terms; appointments may be renewed in three-year increments provided evaluations are positive.
  3. A tenured graduate faculty member in an appropriate field is eligible to serve as Director of Graduate Studies or co-Director of Graduate Studies.
  4. Deans or their designated representatives may, with the approval of the Dean of The Graduate School, assign the role of Director of Graduate Studies (or co-Director of Graduate Studies) to an individual who is not otherwise eligible under this standard.
  5. Units may develop additional criteria consistent with this policy.
  6. Each Unit must have a set of publicly available written statements regarding the position of Director of Graduate Studies, which will include:
    - a. a description of the director's responsibilities and reporting lines;
    - b. the standards for selection and evaluation of the director (evaluation must include input from The Graduate School);
    - c. the process for selecting the director and approving the appointment, including effective involvement of program faculty;
    - d. the process for removing a director, including consultation with The Graduate School and program faculty where appropriate.
  7. All programs not housed within a single unit must specify in the program's Memorandum of Understanding which dean will appoint the Director of Graduate Studies (or co-Director of Graduate Studies) and what process will be used to nominate program faculty for the position.
- 1 Although a Department may have multiple persons involved with fulfilling the responsibilities in this document (usually referred to as program coordinators) there shall be a singular person who represents the Department and designated as the Director of Graduate Studies.

### REASON FOR POLICY

A faculty Director of Graduate Studies represents the program to faculty governance bodies, takes a leadership role in maintaining program quality and effectiveness, and communicates with deans and/or the Graduate School about the program's larger concerns.

## RESPONSIBILITIES OF DIRECTORS OF GRADUATE STUDY

The Director of Graduate Studies is the primary responsible party for graduate education in the department or program and serves as the liaison with The Graduate School. The Graduate School works collaboratively with DGSs on all matters relating to graduate education in the program. **The DGS is required to maintain complete and confidential academic records on all graduate students.** Other responsibilities include:

### **Admission and Recruitment:**

- The DGS is responsible for establishing and maintaining department admissions standards. These standards must be consistent with Graduate School admission policies.
- The DGS is responsible for making recommendations for admission to the Graduate School or for delegating this responsibility.
- Serves as chair of departmental graduate recruiting, admissions, and fellowship committees—or delegates such responsibilities where appropriate.

### **Advising:**

- The DGS is responsible for the coordination of advising. Departmental practice after initial advising varies: in some departments the DGS remains the advisor until a chair is chosen; in others, faculty advisors are assigned.
- Communicates with The Graduate School on requests for transfer of graduate credit, advanced standing, leaves of absence, reinstatements, extensions of time, and information on students in academic difficulty.

### **Advocacy:**

- The DGS is the advocate for the needs of new and continuing graduate students and degree program(s), both within and outside the department.
- Works with Graduate School personnel on cases involving student complaints and grievances, student conduct, students in psychological difficulty, and other issues.
- The DGS is responsible for seeking representation on the Graduate Student Association by September 1 of each academic year.

### **Communication:**

- Forwards relevant announcements that are sent by The Graduate School or the university to department/program faculty and graduate students.

### **Degree Completion:**

- The DGS serves as the final authority in Certifying the Plan of Study prior to submission to The Graduate School for final audit and degree clearance.

### **Departmental Requirements:**

- Curricular Requirements and Curricular Review.
- Ensures that departmental academic requirements are explicitly communicated to students, especially on the department's website, including:
  - ✓ the total minimum number of credits and the total number of courses (both specifically-required and elective) required for the degree
  - ✓ course numbers and titles of all specifically-required courses
  - ✓ whether S/U courses count toward the degree, and if so, the limit (if any)
  - ✓ whether remedial (prerequisite) courses count toward the degree, and if so, the limit (if any)
  - ✓ the specific rules for good academic standing
- The Graduate School also recommends that departments post their student handbooks in PDF format online, and keep them updated as new editions appear.

### **Evaluation:**

- Evaluates each student's academic progress and standing each semester and ensures that students remain informed of degree requirements and expected milestones.
- Satisfactory performance in The Graduate School also involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain the standards set out in a student's departmental or program handbook may result in dismissal of the student from the program.

### **Fellowships and Funding:**

- Alerts students of departmental, disciplinary, and professional fellowships and research opportunities, and encourages them to apply.

- Nominates entering and continuing students for fellowships.
- Reports all received student funding to The Graduate School, including all internal and external awards.
- Pursues development opportunities.

**Policy and Compliance:**

- The DGS is the official departmental or program interpreter of Graduate School rules and regulations. Please contact The Graduate School if you are uncertain about how to interpret a specific Graduate School policy.
- Ensures that departmental practices and guidelines conform to GSAS and university policy.

**Appendix B**  
**Rubric for Evaluating the Director of Graduate Studies and the Graduate Programs**

**Instructions:** Each year the Head will distribute this form to members of the Graduate Committee, who will complete it and return it to the Head for tabulation and archival preservation. Please note that the Graduate School may desire to review annual evaluations.

Name of Evaluator: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Name of DGS: \_\_\_\_\_

**1. Director of Graduate Studies, administration:** the DGS has met his/her responsibilities in administering the graduate programs as outlined in the department Governance Document and the related Policies and Responsibilities of the DGS document.

Excellent      Good      Fair      Poor      Not at all      N.A.

Comments: \_\_\_\_\_

\_\_\_\_\_

**2. Director of Graduate Studies, leadership:** the DGS inspires confidence in his/her leadership of the Graduate Committee and in his/her direction of the department's several graduate programs.

Excellent      Good      Fair      Poor      Not at all      N.A.

Comments: \_\_\_\_\_

\_\_\_\_\_

**3. Graduate Programs, operation:** the Graduate Programs (M.A., Ph.D., Public History) have operated at the expected level during the past academic year.

Excellent      Good      Fair      Poor      Not at all      N.A.

Comments: \_\_\_\_\_

\_\_\_\_\_

**4. Graduate Programs, suggestions and concerns** (please enumerate as desired):

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Revised: 11/05/2018