

Duties of Directors of Graduate Studies

Some duties may differ according to Departmental bylaws

From the DGS Manual:

“The Director of Graduate Studies (DGS) is the local representative of each graduate program; s/he acts as the official liaison with the Graduate School. The DGS is responsible to the Graduate Faculty of their program and to the Dean of the Graduate School for the recruitment, admission, advising, and examining of students in their program.”

As such, a DGS has responsibilities to the Graduate School, the College, the faculty of their Department or Program, and to the graduate students in their program. The associated duties range from the bureaucratic to the deeply human. The Graduate School and the College staff can help when you have questions or need advice, and you should not hesitate to contact the Associate Dean for Graduate Studies if needed.

Admissions

- Submit recruiting ads (Aug/Dec)
- Check to ensure applicant files are complete (Oct.-Jul.)
- Respond to e-mail inquiries from prospective students (daily to weekly year-round)
- Meet with visiting prospective students (typically monthly) and arrange for students to meet with faculty members and other students
- Determine Fellowship eligibility and nominate eligible students for Graduate School fellowships (Dec.-Apr.)
- Submit requests for recruiting funds (typically in January to A&S, April to the Graduate School,)
- Check/update spreadsheet for fall applicants (spring semester)
- Solicit faculty decisions on graduate admissions
- Accept/reject applicants on Graduate School website (currently through Apply Yourself).
- Get College approval for the text of offer letters, and send offer letters (typically Feb.-May and Nov.-Dec.)

TA Program

**If a department has a TA Coordinator, the DGS should consult with that individual on the tasks listed below.*

- Register all incoming TA's for New TA Training with the Graduate School. Incoming international graduate student TA's will need to be scheduled for TA Language Screening (August, January). Arrange for faculty to participate in language screening for new TAs.
- Make TA assignments and organize departmental TA orientation (Aug. and Jan.)
- Respond to inquiries and requests from TA supervisors (typically biweekly to monthly, fall and spring)

- Distribute mid-semester and end-of-semester TA observation/evaluation forms (Nov. and Apr.), check to ensure that they're returned, read responses, and ensure observation forms are submitted to Graduate School.
- Distribute information on continuing-education opportunities for TAs (biweekly during semester) and compile attendance lists for Graduate School (Jan. and May)
- Solicit nominations for College and Provost outstanding TA awards (Apr.)
- Ensure department complies with AR 5-2.
- Notify teaching and research assistants by March 1 whether or not their appointments will be renewed for the coming year.
- Submit requests for graduate student funding beyond five years to the ADGS for review.

Registration

- Provide a comprehensive introduction to the program for incoming students, covering the coursework requirements, the timing and format of the written and oral qualifying exams, the dissertation, and the final oral exam. (August)
- Ensure that all students are registered for the appropriate courses. Post-qualifying students should register for 767, which is a 2-credit course that counts as full-time enrollment (the only such course).
 - Students who *plan to take their oral qualifying exam during the semester* can register for 767, but if they do not pass the exam, it is **essential** that the 767 course be replaced with another class. This is done after the end of the semester using the Graduate School Late Add-Drop (prior semester) form at <https://gradschool.uky.edu/studentforms> *For your records, keep a copy of the form and the email which is sent to the Graduate School.*
 - Students who want to register for more than 10 credit hours need permission from the Graduate School:
https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/CreditOverload_9-18-20.pdf
- - Students who want to register for a course *in addition to 767* need permission from the Graduate School. There is additional tuition due, as tuition scholarships only cover the two credits hours of 767. The additional tuition will be billed to the student, to the Department, or to a research grant (for RA's). Contact the Associate Dean for Graduate Studies no later than a week prior to the start of classes

General Graduate Program Duties

- Ensure that assessment data is collected and compiled for all graduate programs in the Department, and provide assessment reports for UK and SACS
- Work with department chair and/or graduate studies committee to allocate graduate funding (from the College, endowments, etc.)
- Oversee [annual graduate student reviews](#) (conducted by either the Graduate Faculty or members of the Graduate Studies Committee). Provide written annual reviews to graduate students and confirm with Dean's Office that these have been completed by

June 30th annually.

<https://www.as.uky.edu/sites/default/files/A%26S%20Graduate%20Student%20Success%20and%20Evaluation%20Policy.pdf>

- Oversee revisions of graduate curriculum and program policies as needed.

Provide Support to Graduate Students and Faculty

- Attend College (monthly) and Graduate School DGS meetings (every semester) and keep the faculty up to date with graduate study issues (Typically at monthly faculty meetings)
- Keep the Department's Graduate Manual up-to-date and available to all students, and ensure that the UK Graduate Bulletin contains accurate information about your programs
- Submit applications for Graduate Faculty members as needed
- Maintain an accurate and up-to-date graduate studies page on the Department website
- Be available to graduate students and faculty to discuss any issues and conflicts that may arise. Make sure that graduate students are aware of UK resources for the support of graduate students. Ensure that faculty are complying with departmental graduate mentoring expectations.