

## Duties of the Graduate Director (Director of Graduate Studies in English)

The Graduate Director is the administrator of M.A. and Ph.D. programs within the Department of English and Philosophy. Administering these programs involves working within the Department, working with students, and representing the graduate programs to the University and beyond. The Director has one course release per semester.

### Responsibilities within the Department

- The Director chairs graduate faculty meetings, including preparing agendas and writing minutes.
- The Director supervises office staff involved in graduate program tasks.
- The Director maintains records of departmental practices and policy.
- The Director identifies short and long term goals for the programs and helps to implement them.
- The Director works with the Graduate Committee and Department Chair to plan graduate course offerings.
- The Director works with faculty to maintain the academic quality of courses and curricula, and adequate enrollment of courses.
- The Director works with administrators of the TESOL program to coordinate that certificate with other graduate programs.
- The Director prepares and updates the graduate catalog copy.

### Responsibilities toward students

- The Director oversees the admissions process and chairs the admissions committee.
- The Director chairs the Teaching Assistantship and Fellowships Awards Committee (consisting of the Graduate Committee, Department Chair, and Director of Composition)
- The Director advises students in their program planning.
- The Director works with the graduate committee to assign committees for graduate exams and arrange for administration of exams.
- The Director works with the graduate committee to assign thesis committees.
- The Director reviews programs of study for students applying to complete master's or doctoral degrees.
- The Director works with the Director of Composition to assign mentors for teaching assistants.
- The Director prepares and updates M.A. and Ph.D. Program handbooks and other advisory materials.
- The Director assists with graduate job placement.
- The Director maintains student records, including evaluations by faculty mentors.
- The Director maintains contacts with and solicits feedback from graduates of the programs.

## Responsibilities outside the Department

- The Director recruits candidates for admission.
- The Director recruits admitted students to matriculate in the programs.
- The Director establishes contacts with other comparable programs, especially within the region.
- The Director establishes contacts and publicizes programs with undergraduate and graduate programs regionally and nationally.
- The Director prepares periodic self-studies for accreditation and other administrative review.
- The Director maintains communication with the Graduate School, Office of Research, and other relevant campus offices.
- The Director verifies that ISU's graduate programs in English are up to date and in line with the best practices of other graduate programs around the nation.

Approved: May 6, 2009