

## Associate Chair for Graduate Studies

The Associate Chair for Graduate Studies will be appointed by the Department Chair and shall serve under the guidance of the Department Chair. The primary duties of the Associate Chair for Graduate Studies will be to manage our graduate programs, including course management and scheduling, graduate program assessment and review, recruiting, and assisting with advising. Much of this is done working with the Department Chair and the Graduate Committee.

The Associate Chair helps direct the department's Undergraduate Advisor in support of the Graduate Studies duties.

Please note that given the nature of this position, the Associate Chair needs to maintain a regular presence in Life Sciences Building with scheduled office hours determined in consultation with the department Chair.

The duties of the Associate Chair for Graduate Studies include, but are not limited to, the following:

### **Directs and coordinates the activities of the Graduate Committee**

- 1) Provides prompt notification of acceptance/decline into the graduate program and grievances within the graduate program.
- 2) Assigns TA appointments for Fall and Spring Semesters.
- 3) Leads an annual departmental orientation for incoming cohort of graduate students prior to the commencement of the Fall Semester.
- 4) Annual assessment of graduate students to ensure progress and compliance with graduate programs milestones.
- 5) Serves as a liaison between graduate students and faculty within the Department.
- 6) Serves as Department liaison between the Department and the University and College Administration on matters pertaining to the graduate program.
- 7) Is responsible for attendance roster for Biology Colloquium (BIOL799) to ensure the participation of students that have enrolled.
- 8) Is responsible for organizing and submitting the grades for Biology Colloquium (BIOL799), Graduate Research (BIOL795), and Graduate Independent Research (BIOL695).
- 9) Organizes and informs (in the Fall semester) the faculty that will lead upcoming Spring Professional Development Seminar (BIOL796).

### **Chair's Faculty Advisory Committee**

Associate Chairs serve on the Chair's Faculty Advisory Committee to provide advice and guidance to the Chair. Consults with and advises the department Chair on all matters pertaining to the graduate program, including ad hoc assignments provided by the Chair.

### **Develop new curricula**

Occasionally, duties may include development of new curricula in the department or interdepartmental or cross-college.

### **Updates to the Graduate Catalog**

Responsibilities include adding updates to Graduate Catalog and departmental website.

### **Grad recruitment**

Responsibilities include developing strategies for recruiting of talented graduate students.

**Chair substitute**

The Associate Chair may be required to take over some Chair duties in event the Chair is out of town or cannot perform normal duties for some other reason.

**BOG review**

Every five years, the Associate Chair leads the preparation of the BOG review of the MS and PhD programs in Biology.

**Graduation Commencement**

The Associate Chair typically attends graduation commencement.

**New initiatives**

The Associate Chair provides input and plays a major role in the new directions our department takes over the upcoming years.