

Approved 4/7/2011 by the UMD Graduate Council Approved by UMD COD 4/19/2011

Statement on Directors of Graduate Study

Each graduate program at UMD shall have a Director of Graduate Studies (DGS) who shall supervise and coordinate all aspects of the administration of the program, serve as a point of contact for graduate students enrolled in the program, provide administrative linkage between the graduate faculty and the department or departments contributing to its programs, and act as the liaison between the program and the administration of graduate programs at UMD.

Role of the DGS

Responsibilities include, but are not limited to:

- Coordinating the recruiting process for the program.
- Coordinating review and monitoring progress of student applications, programs, petitions, and grievances.
- Providing written criteria to each student, upon matriculation to the program, of what constitutes acceptable progress through, and grounds for termination from, the program.
- Orienting and counseling graduate students with respect to program and degree requirements until a permanent adviser is selected and assisting in that selection as necessary.
- Enforcing the regulations concerning graduate programs and the degree program. Overseeing the maintenance of graduate student records and the annual student evaluation process. Providing to each student an annual written record of progress toward the degree.
- Coordinating new appointments to the graduate program faculty, and monitoring the accuracy of lists of faculty with graduate education responsibilities.
- Coordinating the periodic review of the graduate curriculum and program requirements by the program faculty, and coordinating the curricular change process for courses and the degree program.
- Coordinating all aspects of the periodic program reviews, including the self-study document, identification of external reviewers, and meetings with campus administration
- Serving as the representative to the UMD Graduate Council from the program.
- Coordinating, with relevant Department Heads, the distribution of graduate assistantships, scholarships, and fellowships. This may include TA teaching assignments.

Appointment of the DGS

Each graduate program at UMD shall designate, by vote of program faculty, or other process agreed upon by the program faculty, a nominee as Director of Graduate Studies. The DGS shall be a voting member of the graduate faculty of the program. This name will be sent to the appropriate collegiate Dean at UMD for endorsement, and then to the Associate Vice Chancellor for Graduate Programs. The graduate program's choice for DGS is presumptive, and the collegiate Dean or the Associate Vice Chancellor for Graduate Programs must provide written explanation for rejection of the program's nomination. In special cases where program

faculty have no nominees to submit, the appropriate collegiate Dean may appoint a DGS to serve until such time as a nomination is forthcoming. Except in unusual circumstances the DGS and Department Head will not be the same individual.

The Director of Graduate Studies may be removed by a two-thirds majority vote of the voting faculty of the program or by the appropriate collegiate Dean, after consultation with the program faculty and the Associate Vice Chancellor for Graduate Programs.

Individual graduate programs at UMD, in consultation with the appropriate collegiate Dean, shall specify a term length for the program DGS. Because of the very diverse nature of graduate programs at UMD, different programs may specify different term lengths, but a single term will normally be in the range of 3 to 5 years. Programs will inform the Office of the Associate Vice Chancellor for Graduate Programs of DGS term length, and may specify whether terms are renewable.