Director of Graduate Studies & Program Director Roles and Responsibilities

Revised September 2020

Table of Contents

Laney Graduate School Contacts

Area(s) of Responsibility	Name and Title	Email
Dean	**Lisa A. Tedesco** Vice Provost for Academic Affairs - Graduate Studies and Dean, Laney Graduate School	ltedesc@emory.edu
ELSP and Global Engagement	**Mackenzie Bristow** Director, English Language Support Program and Global Engagement	mackenzie.bristow@emory.edu
Student Affairs	**Jennifer M. Cason** Assistant Dean, Student Affairs	jennifer.cason@emory.edu
Staff & Human Resources	**Donna Lynch-Cunningham** Senior Manager, Human Resources and Deputy Title IX Coordinator	dlynchc@emory.edu
Program Planning & Strategic Initiatives	**Rosemary Hynes** Associate Dean, Program Planning and Strategic Initiatives	rosemary.hynes@emory.edu
Diversity, Community, & Recruitment	**Amanda Marie James** Chief Diversity Officer & Associate Dean, Diversity, Inclusion and Community Engagement	amandamariejames@emory.edu
Academic Affairs	**Cathryn Johnson** Senior Associate Dean	cjohns@emory.edu
Finance and Operations	**Janice Kang** Chief Business Officer &	janicekang@emory.edu

	Assistant Dean, Finance and Operations	
Admissions, Academic Milestones, Degree Completion, Student Data	**Ulf Nilsson** Associate Dean, Academic Operations & Acting Director, Admissions and Recruitment	ulf.nilsson@emory.edu
Professional Development, Career Planning, TATTO, JPE, & PDs Funds	**Robert Pearson** Assistant Dean, Professional Development and Career Planning	robert.pearson@emory.edu
Advancement and Alumni Engagement	**Monica Polisetty** Senior Director	monica.polisetty@emory.edu
Communications	**Melva Robertson** Director	melva.robertson@emory.edu

Director of Graduate Studies & Program Director
Roles and Responsibilities

Recruitment and Admissions

Recruitment
- General
    - Become familiar with tuition, fees, stipends, health insurance, and admissions fellowships. See Funding for details, and the Financial Support Overview on the admissions pages.
    - Learn about the range of LGS professional development and career planning programming. It is an advantage in the recruiting process. See Professional Development.
        - Professional Development Support Funds are a unique resource of particular interest to many prospective students.
    - Ulf Nilsson is the Acting Director for Admissions and Recruitment.
- Diverse Scholars *(BIPOC, Women in STEM, etc.)*
    - Be aware of your program's recruitment strategy for diversity, which is included in program annual reports. *See Annual Report page 10.*
    - Become familiar with the Centennial Scholars Fellowship program and, if applicable, the WiNS Fellowship program. Guidelines for both fellowships are updated each year and posted in LGS Information for Programs on Box, in the Admissions Fellowships Guidelines and Instructions folder.
    - Amanda Marie James is the Chief Diversity Officer and Associate Dean for Diversity, Inclusion and Community Engagement.
    - See Diversity on the LGS website, which includes additional information about programming for diversity, community, fellowships, and outreach/recruitment.

Admissions
- Understand the CollegeNET Admit system and admissions processes. LGS offers ADMIT training; contact Tammy Coleman in LGS.
- Become familiar with application requirements, instructions, policies, procedures and FAQs. See Admissions. An Admissions Policies document for programs is updated each year and posted in LGS Information for Programs on Box, in the Admissions and Recruiting folder.
- LGS expects programs to engage whole file review in the admissions process and to adhere to the ETS guidelines for proper use of the GRE. For guidance, please contact Chief Diversity Officer Amanda Marie James and/or Acting Director of Admissions and Recruitment Ulf Nilsson.
- DGSs and PDs oversee the nomination process for admissions fellowships. Guidelines for admissions fellowships are updated each year and posted in LGS Information for Programs on Box, in the Admissions Fellowships Guidelines and Instructions folder.
- Questions or further assistance, contact LGS staff:
    - Admissions policies and procedures – contact Ulf Nilsson or Tamika Hairston
    - ADMIT training or assistance with online application – contact Tammy Coleman

Advising and Mentoring

Advising

- Become familiar with process and policies regarding registration, course approvals, and course waivers. See Policies and Progress and LGS Handbook.
- Ensure that students have appropriate faculty advisors and dissertation committees, and that students meet requirements and deadlines. See Policies and Progress.
  - *Note*: Some programs have their own systems for changing advisors to facilitate smooth transitions.
  - *Note*: Dissertation and Thesis committees must have three LGS graduate faculty members. See LGS Handbook.
- ***Current Candidacy Policy - Effective Fall 2017***: Ensure that students who entered LGS in fall 2017 or after are on track to enter candidacy by September 15 of their fourth year.
- ***Previous Candidacy Policy - For Students Who Entered Prior to Fall 2017***: Ensure that all 4th year students complete all program requirements, file for candidacy, and are in candidacy by the published deadline (August 1 before their 5th year of study)
- Ensure that students are aware of all professional development and career planning programming. See Professional Development section that follows. Also see Professional Development on the LGS website.
  - Also be aware of Professional Development Support Funds policies and processes.
- Ensure that students are aware of internal and external fellowship opportunities.
- Encourage students to apply for appropriate fellowships and scholarships. See Advanced Student Fellowships. See External Fellowships.

Mentoring

- The Laney Graduate School, with the guidance and support of the Laney Graduate School Executive Council, has developed two mentoring guides: one for faculty and one for graduate students.
  - DGSs and PDs should be familiar with both guides, both in content and location on the Laney website.
- LGS also offers mentor-focused events and training for graduate faculty and graduate students throughout the academic year. DGSs and PDs should encourage program faculty and student participation as appropriate.

Student Progress and Support

Confidentiality

Educational records and records pertaining to student progress are kept by Emory University offices to facilitate and monitor the educational progress of students. Faculty and staff members may also keep informal records relating to their responsibilities with individual students. *See Appendix 1 for more information.* It is also important to take the Family Education Rights and Privacy Act (FERPA) training or quiz at http://registrar.emory.edu/records-transcripts/ferpa.html

Candidacy

- Become familiar with LGS Candidacy and Dissertation Committee policies.

- *Current Candidacy Policy - Effective Fall 2017*: Ensure that students who entered LGS in fall 2017 or afterward are on track to enter candidacy by September 15 of their fourth year.
  - Students who do not meet this deadline will be placed on academic probation. Students on academic probation will not be eligible for PDS funds and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.
  - See the LGS Handbook for more details on Academic Performance.
- *Previous Candidacy Policy - For Students Who Entered Prior to Fall 2017*: Ensure that all 4th year students complete all program requirements, file for candidacy, and are in candidacy by August 1 before their 5th year of study.
  - Students who started their programs before fall 2017 will not be placed on probation if they fail to meet the candidacy deadline.
  - For students who started their degree programs prior to Fall 2017, please refer to the previous candidacy policy and associated requirements. You can link to previous policy from the LGS Handbook at this link.
- **Request for an extension**: A student should consult their faculty advisor. The advisor and student should discuss and create a written record for your program files that include the following information.

  a. Reason for the delay and extension
  b. Review "candidacy" for your program, what pieces need to get done to reach this milestone.
  c. What is the detailed plan to meet the new deadline i.e. timeline and any additional pertinent information?
  d. Impact of funding and health care support if applicable
  e. Current year in program

The advisor should review the request with the DGS/PD. Once reviewed and agreed to by all parties, the DGS/PD will submit a written request outlining the above steps to the LGS Assistant Dean of Student Affairs. Final approval will be made by the LGS Dean. Any questions should be directed to the Assistant Dean of Student Affairs.

Dissertation and thesis committees
- Become familiar with LGS Candidacy and Dissertation Committee policies.
- Three LGS graduate faculty members are required on dissertation and thesis committees.
- *Current Policy – Effective Fall 2017*: Students who have met all program requirements for an approved dissertation prospectus should submit a dissertation committee form to obtain LGS approval for their committees. See instructions on our Dissertation Committee page.
  - Students must obtain approval no later than March 15 of their 4th year.
  - Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support.
- *Previous Policy – For Students Who Entered Prior to Fall 2017*: Dissertation committee forms should be submitted as soon as the committee is formed. See instructions on our Dissertation Committee page.
  - Students must meet the dissertation committee deadline in effect when they first enrolled, and must have an approved dissertation committee no later than August 1 before their 5th year of study.
  - Students who started their programs before fall 2017 will not be placed on probation if they fail to meet the dissertation proposal defense deadline.
  - You can link to the previous policy form the LGS Handbook at this link.

- If students wish to change their committees, they should follow the instructions on our [Dissertation Committee page](#).
- Inclusion of non-Emory members requires approval of the Dean. See [LGS Handbook](#).
- The LGS also has a policy in place for situations when faculty members leave Emory or retire. See the [LGS Handbook](#).

Oversee annual student evaluations
- Become familiar with LGS policy standards of academic performance and status. See the [LGS Handbook](#).
- Oversee and advise students who are not making satisfactory academic progress. This includes students who may find themselves on academic probation. *See Probation section that follows*.
- As DGS/PD, you should meet with students to develop a plan for returning to good academic standing. Students on probation are **NOT** eligible for PDS Funding.
- Use *Unsatisfactory* in credit hour courses such as 599 and 799 if the student is not making progress.
- Oversee and participate in faculty meeting(s) to discuss evaluation/progress of each student.
- As DGS/PD, you are responsible for writing annual evaluation letters for students regarding their progress and expectations for next academic year.

Probation
- DGSs and PDs need to be aware of their students' probationary statuses. The DGS/PD will be copied on all official communication regarding probationary statuses. Probation prevents students from accessing PDS funding.
- See [LGS Handbook](#) for information on Academic Performance policy.

Leaves of absence
- Become familiar with LGS policy on [Program Transfer](#), [Withdrawal](#), [Leave of Absence](#), and [Parental Accommodation](#).
- A student in good standing may be granted 2 one-year leaves of absence (LOA) upon recommendation of the student's program and approval of the Dean.
  - *Procedure*:
    1. Student should provide a written request for a LOA to their academic advisor and program DGS/PD.
    2. Student, Advisor and DGS/PD should discuss all areas outlined on the LGS LOA form, this includes:
       a. Reasons for taking the leave
       b. How the leave may affect timely progress through program and LGS requirements
       c. How the leave will affect stipend payments and health insurance coverage
       d. The date of final stipend payment prior to leave should be paid
       e. Summary of [communication with ISSS](#), if applicable
    3. Student should summarize discussion in an email and confirm understanding with advisor and DGS/PD.
    4. If all parties agree of the summary, a written document underline summarizing points b-e should accompany the LOA form when submitted through ADMIT. The LGS Assistant Dean of Student Affairs will review and share with the Dean of the Laney Graduate School for final approval.

Extensions of time to complete degrees
- Become familiar with LGS policy on Dissertation Completion Time and Extension of Time to Complete Requirements for the PhD.
- ***For Students Entering in Fall 2017 and After***: Students are expected to complete their dissertations and apply for their degrees within six years.
    - If a student has not completed at the end of the 7th year, the program may grant a one-year extension, submitted notice of the extension to the Dean no later than August 1 on the 7th year (before the 8th year).
    - If a student has not completed at the end of the 8th year, the student may continue work for at most one additional academic year and only with approval from the Dean.
- ***Previous Policy Prior to Fall 2017***: A program may request up to three extensions to the Dean.
    - More than three is the decision of the Dean based on the program's rationale for the decision and its recommendation.
    - Students must be enrolled and in good standing to receive an extension.
    - Extensions are typically granted for a full academic year (fall, spring, summer).
    - All extensions are **due August 15 of the year proceeding the extension year**.
    - See additional details here.

Terminal Masters
- If a student wishes to change their degree plan (e.g., from a PhD to MS or MA), the student is required to notify the DGS/PD in writing of their intention.
- The DGS/PD should then forward the student's request, along with a letter approving the plan change, to the LGS Assistant Dean for Student Affairs.
- See additional details here.

Student support services
- Emory and LGS offer a breadth of resources, services and policies to support and guide students, faculty and staff. Below are links to some of these.

    - Back-Up Care Advantage Program
    - Campus Life
    - International Student and Scholars Services
    - Office of Equity and Inclusion
    - Office of Financial Aid
    - Office of Health Promotion
    - Office of Lesbian/Gay/Bisexual/Transgender Life
    - Student Financial Services
    - Student Health and Counseling Services

- If you have questions or need to consult with LGS, contact the LGS Assistant Dean of Student Affairs.

Professional Development and Career Planning (PDCP)

- LGS offers a growing portfolio of professional development and career planning training programs.
- DGSs and PDs should become familiar with PDCP programming by visiting Professional Development on the LGS website and by reviewing the weekly GradReport.
- Two of these programs are graduation requirements for doctoral students and should be discussed early:
  - Jones Program for Ethics (JPE)
  - Teaching Assistant Training and Teaching Opportunity (TATTO)
- Professional Development Support Funds (PDS)
  - DGSs and PDs should be familiar with policies and processes involved for graduate students who wish to apply for and access PDS funds.
- External Fellowships and Awards
  - LGS strongly encourages graduate students to identify and apply for external funding opportunities and offers a Grant Writing Program to support students' grant writing ambitions.
- Internal Fellowships and Awards: Advanced Student Fellowships.
  - DGSs/program directors are responsible for nominating students for the Dean's Teaching Fellowship on behalf of their graduate programs.

Program Administration and Curricular Revisions

Program administration
- TATTO and JPE: ensure that students complete both LGS and program-level training
  - DGSs/PDs should monitor program-level training and update or modify when necessary
- DGSs/PDs should ensure that students complete any required English Language Support Program (ELSP) courses within a student's first year of study. DGS/PD may need to reduce discipline-specific loads to accommodate students who are required to attend two ELSP courses a semester.
- DGSs/PDs should be aware of Emory's Office of Accessibility Services.

Program modification and development
- *Curricular revisions*: Review the Guidelines for Curricular Revisions found on the Governance page.
- *New and revised programs and courses*: New and revised programs and courses are reviewed and considered by the Executive Council on a rolling basis. See the Governance page for forms.
- *Graduate program handbook*: If procedures and policies are changed in the graduate program handbook, these changes must be submitted to the Executive Council for review and approval.
- *Questions*: Questions about what must be considered and approved by the Executive Council should be directed to the LGS Senior Associate Dean.

Diversity, Inclusion and Community Engagement

Diversity
- [EDGE](#) (Emory Diversifying Graduate Education) was established to promote diversity and a community of inclusiveness.
- EDGE Initiative to promote and engage graduate diversity
  - Diversity defined but not limited to a student's
    - Racial, ethnic, religious, socioeconomic or experiential background and/or gender, sexual orientation, disability, or veteran status

Inclusion
- DGS/PDs should uphold [LGS Commitment to Equity and Inclusiveness](#)
  - All Bias incidents brought to the attention of the DGS/PD or program that include, but are not limited to, name-calling, stereotyping, belittling, or excluding others based on their identities. Some, but not all, bias incidents may rise to the level of discriminatory harassment, sexual misconduct, or other violations of policy or law must be reported to LGS.

Community Engagement
- EDGE hosts [programming and events](#) celebrating diversity and encouraging inclusion and community
  - Celebrations of Fellowship and Honor Society Members
  - Affinity Groups Events
  - Peer Mentoring Programs
  - Forum Series
    - A User's Guide to Understanding Pronouns
    - Racism in the US
  - Community Events
    - Inaugural Virtual Research Symposium on racial disparities, Racial Inequities, and Injustice
    - Guided conversations on Race and Differences at Emory

Questions or concerns: laney.edge@emory.edu or Associate Dean of Diversity, Inclusion and Community Engagement

Program Liaison to LGS

Annual Report
- The DGS/PD oversees preparation and submission of the program's annual report to LGS.
- Annual reports are due in summer, usually in June.
  - You will find out exactly what you will need in that report in spring.
  - New DGSs and PDs should consult past reports for guidance.

LGS and University Policies

- LGS policies as they relate to honor, conduct, grievance and involuntary withdrawal can be found in the [LGS Handbook](#).

- The LGS Handbook contains information about select University policies, including equal opportunity and discriminatory harassment; information technology conditions of use; authorship guidelines and dispute resolution, the responsible conduct of scholarship and research; sexual misconduct; alcohol and drug abuse policy; and more. For a complete list and description of policies, visit Emory's Policies and Procedures.

Appendix 1: Confidentiality and Student Records

Confidentiality and Student Records

Educational records and records pertaining to student progress are kept by Emory University offices to facilitate and monitor the educational progress of students. Faculty and staff members may also keep informal records relating to their responsibilities with individual students.

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 identifies the rights of students and their families with respect to student educational records kept by institutions. As part of the requirements of FERPA, Emory University adheres to a policy of compliance with the Family Educational Rights and Privacy Act. The policy (1) permits students to inspect their education records, (2) limits disclosure to others of personally-identifiable information from education records without students' prior written consent, and (3) provides students the opportunity to seek correction of their education records where appropriate.

More information on Emory's FERPA policies, procedures, and training can be found on the Office of the Registrar's website.