



EMORY

L A N E Y
G R A D U A T E
S C H O O L

Director of Graduate Studies Roles and Responsibilities

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Director of Graduate Studies *Roles and Responsibilities*

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](#).
- Ensure that all 4th year students complete all program requirements, file for candidacy, and are in candidacy by the published deadline (**August 1 of every year**)
- 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 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 should encourage program faculty and student participation as appropriate.

Recruitment and Admissions

Recruitment

- Become familiar with tuition, fees, stipends, health insurance, and admissions fellowships. See [Funding](#) and [Admissions Fellowships](#).
- LGS' range of professional development and career planning programming is an advantage in the recruiting process. Become familiar with this programming. See [Professional Development](#).
 - [Professional Development Support Funds](#) are a unique resource of particular interest to many prospective students.
- Recruiting for diversity
 - Become familiar with your program's recruitment strategy for diversity, which is included in program annual reports. *See Annual Report section that follows.*
 - [Damon Williams](#) is the LGS Director of Diversity, Community and Recruitment. Damon is available for consultation and to answer questions.
 - See [Diversity](#) on the LGS website, which includes information about programming for diversity, community, fellowships, and outreach/recruitment.

Admissions

- Become familiar with the CollegeNET Admit system and admissions processes. LGS offers ADMIT training.
- Become familiar with application requirements, instructions, policies, procedures and FAQs. See [Admissions](#) and [Admission Policies and Procedures](#).
- 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 LGS Director of Diversity, Community and Recruitment [Damon Williams](#).
- DGSs oversee the nomination process for admissions fellowship. See [Admissions Fellowships](#) for guidelines and dates.
- Questions? Need help?
 - Admissions policies and procedures – contact [Tamika Hairston](#) in LGS
 - ADMIT training or assistance with online application – contact [Tammy Coleman](#) in LGS

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.*

Candidacy

- Become familiar with LGS [Candidacy and Dissertation Committee](#) policies.
- Ensure timely filing of the Application for Admission to Candidacy by **August 1 of the fourth year**. Form can be found on [Candidacy and Dissertation Committee](#) page.
- Each fall the program DGS will be given a list of 4th year students approaching the candidacy deadline. Students who do not meet the August 1 deadline are required to file an extension and are **NOT** eligible for PDS funds or their fifth year stipends.

- If a student needs to file an extension, they must send a letter outlining why they need an extension and a timeline for completing the requirement. The DGS must forward that extension request to LGS with a letter of support.

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.
- Dissertation committee forms should be submitted as soon as the committee is formed. See *Dissertation Committee Form* on [Candidacy and Dissertation Committee](#) page.
- Notify LGS of changes to dissertation committee. See *Change of Dissertation Committee Form* on [Candidacy and Dissertation Committee](#) page.
- Inclusion of non-Emory members requires approval of the Dean. See [LGS Handbook](#).
- The LGS also has policy in place for situations when faculty members leave Emory or retire. See [LGS Handbook](#).

Oversee annual student evaluations

- Become familiar with LGS policy on residence, standing, due progress and probation. 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, 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 faculty meeting(s) to discuss evaluation/progress of each student.
- As DGS, you are responsible for writing annual evaluation letters for students regarding their progress and expectations for next academic year.

Probation

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

Leaves of absence

- Become familiar with LGS policy on Program Transfer, Withdrawal, Leave of Absence, and [Parental Accommodation](#). Also see the [LGS Handbook](#).
- A student in good standing may be granted 2 one-year leaves of absence upon recommendation of the student's program and approval of the Dean.
 - *Procedure:* The student should provide a written request for a leave of absence to the DGS in her/his program. If the program approves, the program [DGS] should write a letter to the Dean of LGS recommending the leave of absence. These materials – both the student's letter and the letter from the program – should be submitted to the LGS Dean of Student Affairs who will review and share with the Dean of the Laney Graduate School.

Extensions of time to complete degrees

- Become familiar with LGS policy on *Extension of Time to Complete Requirements for the PhD*. See [LGS Handbook](#).

- 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).
- *Procedure:* The student should provide a written request for an extension to the DGS in her/his program along with a plan and schedule for completing requirements. The program will provide an official response to the student via a letter. Both of these letters should be sent to the LGS Dean of Student Affairs.
- All extensions are **due August 15 of the year preceding the extension year.**

Change of degree plan

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

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](#)
 - [International Student and Scholars Services](#)
 - [Student Financial Services](#)
 - [Office of Financial Aid](#)
 - [Campus Life](#)
 - [Student Health and Counseling Services](#)
 - [Office of Health Promotion](#)
 - [Access, Disability Services, and Resources](#)
 - [Office of Equity and Inclusion](#)
 - [Office of International Student Life](#)
 - [Office of Lesbian/Gay/Bisexual/Transgender Life](#)
 - [Office of Multicultural Programs and Services](#)
- If you have questions or need to consult with LGS, contact the LGS Dean of Student Affairs.

Professional Development and Career Planning

- LGS has a growing portfolio of professional development and career planning programming.
- It is important that DGSs become familiar with this programming by visiting [Professional Development](#) on the LGS website.
- Two of these programs are graduation requirements for doctoral students and should be discussed with them early:
 - [Jones Program for Ethics \(JPE\)](#)
 - [Teaching Assistant Training and Teaching Opportunity \(TATTO\)](#)
- Also be aware of [Professional Development Support Funds](#) policies and processes.

Program Administration and Curricular Revisions

Program administration

- TATTO and JPE: ensure that students complete both LGS and program-level training
 - DGSs should monitor program-level training and update or modify when necessary
- DGSs should liaison with LGS' [English Language Support Program \(ELSP\)](#) and [Access, Disability Services, and Resources](#).

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/approved by the Executive Council should be directed to the LGS Senior Associate Dean.

Program Liaison to LGS

Internal Fellowship nominations

- DGSs are responsible for nominating students for the [Dean's Teaching Fellowship](#) on behalf of their graduate programs.
- Many programs have a graduate program committee that makes the decision on nominations – the DGS oversees this committee.

Annual Report

- The DGS 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'll need in that report in spring.
 - New DGSs 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 and information access; 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

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 and procedures can be found on the [Office of the Registrar's website](#).