

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal:

**Graduate Council**

**TOPIC:**

**Graduate Program Director**

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Graduate Program Coordinators currently come under the FPPM structure of “Program Coordinators, Section III, F.” that covers undergraduate and graduate coordinators. The duties and responsibilities vary greatly between undergraduate and graduate program coordination. One of the recommendations of the 2016-2017 Graduate Studies Task Force and the Council of Graduate Schools (CGS) Consulting Team was to have a separate listing at the graduate level to better reflect the responsibilities and duties.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

**Proposed New FPPM Item:**

**SECTION III. Academic Personnel Policies**

**G: Graduate Program Director**

Each graduate program shall have a program director who teaches in the program. A program director will be appointed by the deans of the college and the College of Graduate and Professional Studies (CGPS), based on the recommendation of the department chair. The Chair shall solicit input from the program faculty members.

Appointment should be based on factors such as seniority, productivity of the faculty member, administrative skills, and respect for that member by other members in the program. The department chair may also serve as director of his/her discipline within multi-discipline departments that require program directors. The title "Graduate Program Director" will appear next to that faculty member's name in the department's section of the University catalog. The position may be divided at the discretion of the department chair, according to the needs of the department, and in consultation with the deans of the college and CGPS.

Each program director will be appointed for a two-year term by the deans of the academic college and CGPS, based on a recommendation of the department chair. The director is eligible for reappointment.

The program director shall receive a stipend and/or reduction in teaching load and/or summer compensation. The deans, in consultation with the department chair will decide on the appropriate compensation. The type and amount is based on the director's responsibilities. Due to the nature of the work of the program director, it is expected that the program director is available during the summer.

Specific responsibilities of program directors may include:

1. Calling and presiding over meetings that address academic, administrative, or budget matters.
2. Providing leadership in the development and/or revision of curricula, including proposing new programs or cooperative programs.
3. Assisting the chair in scheduling classes and in recommending course substitutions for students.
4. Approving all requisitions and/or travel related to the graduate program before final approval.
5. Assuming responsibility for graduate catalog copy in consultation with CGPS.
6. Assuming responsibility for matters of program evaluation, both internal and external, and program accreditation. This may include annual accreditation reports. Planning for accreditation and site visits shall be collaborative between the program director, chair, and the deans of the college and the CGPS.
7. Assisting the chair in graduate faculty development and recognition.
8. Assisting the chair in assigning workloads, replacing graduate faculty members temporarily absent, and recommending qualified adjuncts who meet appropriate accreditation or other requirements.
9. Serving on search committees for any vacant graduate faculty positions.
10. Arranging and scheduling special events related to the graduate program and arranging publicity for such events.
11. Assuming responsibility for advising graduate students, which includes developing and maintaining a student handbook, advising sheets, and evaluating of coursework from other universities.
12. Assisting with student recruitment via planning, arranging, and carrying out interest sessions and open houses.

13. Assuming responsibility for developing and maintain brochures, web site content, and other informational/promotional activities in collaboration with CGPS and web communications.
14. Managing student enrollment to maintain program viability.
15. Assisting CGPS in recognizing graduate students.
16. Organizing review of program applications, decision-making on admissions, and other admissions-related activities.
17. Coordinating program orientation events and processes.
18. Coordinating alumni activities as appropriate for program promotion in collaboration with CGPS and the Office of Alumni Affairs.
19. Coordinating request for selection of and supervision of any graduate assistant related to the program.
20. Coordinating the program's summative assessment.
21. Performing such other duties as assigned.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The current FFPM language is reflective of the title and responsibilities of an undergraduate program coordinator. The recommended changes and language stem from the Graduate Studies Task Force, which did its work in 2015-16. The Task Force recommended (Recommendation TF46, year 1) changing the title of Graduate Program Coordinator to Graduate Program Director due to the additional responsibilities that current coordinators have at the graduate level. These responsibilities include functions and tasks relating to areas such as admissions, program marketing and promotion, accreditation, orientation of new students, and supervision of graduate student assistants. The title of "Director" is also consistent with what many other universities use and is recognized best practice in graduate education nationally. Out of eleven Virginia institutions with graduate programs surveyed in April 2017 at a Virginia Council of Graduate Schools meeting, seven use the term graduate program director.

**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: \_\_\_\_\_

Date: \_\_\_\_\_

Date submitted to other administration:

Action(s) Taken:

Administrator: \_\_\_\_\_

Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017