

**PROPOSED CHANGES (TRACKED)**

# Appointments as Director of Graduate Studies

**Responsible University Officer(s):**

- Executive Vice President and Provost

**Policy Owner(s):**

- Vice Provost and Dean of Graduate Education

**Policy contact(s):**

- Karen Starry

Date Revised:

Feb 10, 2016

Effective Date:

Sep 21, 2011

## **Policy Statement**

**This policy governs the requirement that every graduate program must have a director of graduate studies (DGS) and the eligibility requirements for that role.**

1. ~~Every graduate program must have a Director of Graduate Studies, appointed by the collegiate dean on the Twin Cities campus or chief academic officer (or designee) on a system campus after consultation with program faculty. For All-University programs, a Director of Graduate Studies must be provided on each campus on which a program is offered.~~
2. ~~A tenured or tenure-track faculty member with an earned doctorate or designated equivalent in an appropriate field from an accredited institution is eligible to serve as Director of Graduate Studies or co-Director of Graduate Studies.~~
  1. ~~Collegiate deans/chief academic officers or their designated representatives at the collegiate level may, with the approval of the Provost, assign the role of Director~~

**Commented [1]:** No new information; rather, reconfigured text to align with U's best practice for policy statements and create distinct eligibility and selection sections.

of Graduate Studies (or co-Director of Graduate Studies) to an individual who is not otherwise eligible under this standard. The Provost may delegate the approval responsibility to the Vice Provost and Dean of Graduate Education.

3. Collegiate units may develop additional criteria consistent with this policy.
4. Each college must have a set of publicly available written statements regarding the position of Director of Graduate Studies, which will include:
  1. a description of the director's responsibilities and reporting lines;
  2. the standards for selection and evaluation of the director;
  3. the process for selecting the director and approving the appointment, including effective involvement of program faculty; and
  4. the process for removing a director, including consultation with program faculty where appropriate.

All programs not housed within a single collegiate unit must specify in the program's Memorandum of Understanding which collegiate dean will appoint the Director of Graduate Studies (or co-Director of Graduate Studies) and what process will be used to nominate program faculty for the position.

Every graduate program must have a director of graduate studies (DGS).

#### Eligibility Requirements

- a. Any University tenured or tenure-track faculty member with an earned doctorate or designated equivalent in an appropriate field from an accredited institution is eligible to serve as DGS.
- b. Collegiate units may develop additional eligibility criteria consistent with this policy.

#### Selection Requirements

- a. Each collegiate unit makes publicly available a written statement regarding the DGS position that includes
  - i. DGS responsibilities, reporting lines, and term of appointment;
  - ii. eligibility criteria for the DGS role;
  - iii. a description of the selection and approval process, including effective graduate program faculty involvement;
  - iv. criteria and process followed for evaluation; and
  - v. criteria and process, including consultation with graduate program faculty when appropriate, for removing a DGS prior to the end of their term.
- b. The DGS is appointed by the collegiate dean on the Twin Cities campus, or chief academic officer (or designee) on a system campus, after consultation with graduate program faculty.
- c. Graduate programs not housed within a single collegiate unit must specify in the graduate program's Memorandum of Understanding which collegiate dean will appoint the DGS and what selection process will be used.
  - i. The Memorandum of Understanding for such programs may

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include the opportunity to appoint co-DGSs. Eligibility and selection requirements outlined in this policy apply.

- d. All-University graduate programs must provide a DGS on each campus the graduate program is offered. Eligibility and selection requirements outlined in this policy apply.

#### Exceptions

Collegiate deans/chief academic officers or their designated representatives at the collegiate level may, with the approval of the Provost, assign the role of DGS (or co-DGS) to an individual who is not otherwise eligible under this standard. The Provost may delegate the approval responsibility to the Vice Provost and Dean of Graduate Education.

This policy does not apply to the J.D., M.D., Pharm.D., D.V.M., D.D.S., L.L.M., and M.B.A. [Twin Cities] degrees.


## Reason for Policy

**The** A faculty Director of Graduate Studies (DGS) represents the graduate program to faculty governance bodies, takes a leadership role in maintaining program quality and effectiveness, and communicates with collegiate deans and/or the Graduate School about the program's larger concerns.

## Procedures

There are no procedures associated with this policy.

## Forms/Instructions

- UM 1762 - Request to Appoint Director of Graduate Studies Who is Not a Tenured or Tenure-Track Faculty Member  [um1762.docx](#)

**Commented [4]:** Revised form included below.

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[https://docs.google.com/document/d/1fF8MKW0fwkG4VcZvU7WSMqIETuj\\_7vHDKPdcxTh1ZxE/edit#](https://docs.google.com/document/d/1fF8MKW0fwkG4VcZvU7WSMqIETuj_7vHDKPdcxTh1ZxE/edit#)

## Appendices

- [Director of Graduate Studies Handbook: Suggested Components](#)
- [Typical Roles and Responsibilities of the Director of Graduate Studies](#)

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## Frequently Asked Questions

1. Is a faculty member who earned a Ph.D. degree at a non-U.S. university that is judged to be equivalent to an accredited institution in the U.S. eligible to serve as a DGS?  
Yes.

2. Do minor-only programs require a DGS?

Yes. The requirements for DGS also pertain to ~~both degree-granting programs and free-standing minors.~~

3. Do post-baccalaureate certificate programs require a DGS?

Yes. The requirements for DGS also pertain to post-baccalaureate certificate programs.

4. What University resources regarding management of implicit bias in the selection process and/or while in service as DGS are available?

The Office for Equity and Diversity provides learning opportunities including diversity workshops. The Graduate School Diversity Office is a valuable resource, and its Graduate School Diversity Consultation Team offers Faculty Fighting Racism, an online, curated set of books, articles, videos, and podcasts for graduate faculty.

## Contacts

Subject	Contact	Phone	Email
Primary Contact	<a href="#">Karen Starry</a>	612-625-2815	starry@umn.edu

## Definitions

### All-University Programs

Programs that have been approved by the Board of Regents for joint offering by two or more campuses. Such programs have substantial involvement from all participating campuses in such matters as oversight and administration, recruitment and admission of students, course development and course offering, faculty and student participation, commitment of financial resources, student funding opportunities and related student support, and other aspects of the academic program operation.

## Responsibilities

### ~~Collegiate Units~~

### Collegiate Units/Programs

Develop and consistently apply a set of publicly available qualities/criteria that inform successful nomination/appointment to and service as DGS.

Develop a publicly available nomination/selection process.

Develop a set of publicly available written responsibilities regarding the DGS position.

Encourage connections with the Office for Equity and Diversity for information on managing implicit bias during the selection process, and during service as DGS.

Develop a publicly available plan to ensure that DGS responsibilities are covered for the entire calendar year.

Provide orientation for new Directors of Graduate Studies, where possible. Develop a set of publicly available written statements regarding the position of the Director of Graduate Studies as outlined in policy item 4. Develop a plan to ensure that the responsibilities of Directors of Graduate Studies are being covered for the entire calendar year.

### **Collegiate Deans**

Appoint Director of Graduate Studies after consultation with program faculty. Appoint an acting DGS, in consultation with program faculty, to cover an absence or temporary vacancy.

Encourage connections with the Office for Equity and Diversity for information on managing implicit bias during the selection process, and during service as DGS.

### **Director of Graduate Studies (DGS)**

Serves as the coordinator of graduate studies within a program.

~~Together with the graduate program faculty and department and collegiate leadership, the DGS shares~~

Share responsibility with graduate program faculty, and department/collegiate leadership for guiding and improving graduate education within the program(s) under the DGS's jurisdiction.

~~Serve as~~ The DGS is the liaison among the graduate students, program faculty, and the college and Graduate School administrations.

~~DGS is also responsible for~~ Understanding and complying with University and collegiate policies that govern or have an impact on the graduate program and its students.

Be aware of and address implicit biases that negatively impact the program's graduate students, staff, and faculty.

### **Related Information**

There is no related information associated with this policy.

### **History**

Amended:

February 2016 - Comprehensive Review, Minor Revision. Specifies that the provost may delegate approval responsibility. Expanded on the responsibilities for the collegiate units. Minor clarifications to the policy.

Amended:


April 2012 - Policy now applies University Wide (there is no longer an exclusion for the Duluth campus).

Effective:

September 2011 - New Policy, Comprehensive Review. Requires every graduate program to have a director of graduate studies (DGS). Continues the requirement that only tenured or tenure-track faculty are eligible to serve as a DGS, unless an exception by the Provost or designate has been granted.

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## Forms/Instructions

- [UM 1762](#) - *Request to Appoint Director of Graduate Studies Who is Not a Tenured or Tenure-Track Faculty Member*  [um1762.docx](#)

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## Appendix

### Director of Graduate Studies Handbook: Suggested Components

#### Related Policy:

- [Appointments as Director of Graduate Studies](#)

#### Appendix to Policy

The following are guidelines for items to include in collegiate handbooks for Directors of Graduate Studies. Most of the items apply to all colleges, although individual colleges will have college-specific information they will want to add (e.g., collegiate policies, procedures, resources). Colleges are encouraged to include additional information that will be of assistance to Directors of Graduate Studies in fulfilling the DGS role and responsibilities.

## I. Introduction

1. **Content and Format of This Handbook**
2. **Structure and Role of the College**
3. **Definition, Role and Responsibilities of the Director of Graduate Studies** (see also <http://policy.umn.edu/education/appointdgs><http://policy.umn.edu/education/appointdgs>)
4. **Sources of Information**

## II. Student Academic Progress

1. **Confidentiality**
2. **Recruitment**
  1. Recruiting Fairs, Publications, etc.
  2. Inquiry Response, Campus Visits, etc.
  3. Admitted Applicant (recruiting weekends, etc.)
  4. MyU Portal
  5. Recruitment Technology (Connect, Salesforce, etc.)
  6. Diversity
  7. International
3. **Admissions** (see also <http://policy.umn.edu/education/maphdadmission><http://policy.umn.edu/education/maphdadmission> and <https://www.grad.umn.edu/toolkit><https://www.grad.umn.edu/toolkit>)
  1. Admissions system:
    - Application
    - Recommendation
    - Transcripts
    - Test Scores
    - Documents: Statements/Resumes/Program Application/etc.
    - Admission Letters/Notices
    - Assistantship Offers
  2. Application Review
  3. Procedures when Application is Received
    - Applications Monitored for Completeness
    - Occasional Waiver of Application Fee
    - GRE Scores, if applicable
  4. International • Foreign Credential Evaluation Resources • I-20 Student Visas • English Language Proficiency Requirements • ISSS Resources
  5. April 15 Resolution – Council of Graduate Schools (CGS) (<https://cgsnet.org/april-15-resolution>[http://www.cgsnet.org/ckfinder/userfiles/files/CGS\\_Resolution.pdf](http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf))
  6. Special Admissions (coursework only, non-degree, etc.)

7. Readmission/Change of Status (see also <http://policy.umn.edu/education/maphdobjectives><http://policy.umn.edu/education/maphdobjectives>)
  8. Appeal Procedure and/or Reapplication
  9. Deferral Process
  10. Application Deadline Dates – Admissions and Financial Aid
  11. Templates – Offer Letters, Application Instructions, etc.
4. **Financial Support**
1. Graduate School Fellowship Office (<http://www.grad.umn.edu/funding-tuition/fellowshipsandgrants><http://www.grad.umn.edu/funding-tuition/fellowshipsandgrants>)
  2. Graduate Assistantships, Fellowships, and Traineeships (see also <http://policy.umn.edu/hr/gradstudentemployment><http://policy.umn.edu/hr/gradstudentemployment> and <http://policy.umn.edu/education/fellowships><http://policy.umn.edu/education/fellowships>)
  3. Other Financial Aid for Graduate Students
5. **Orientation**
6. **Graduate Student Health Care Plan** (<https://shb.umn.edu/health-plans/gahp-home><http://www.shb.umn.edu/twincities/students/student-health-benefit-plan.htm>)
7. **International Student and Scholar Services** (<http://www.iss.umn.edu>)
8. **Graduate Assistant Employment** (<https://humanresources.umn.edu/find-job/graduate-assistant-jobs>)
9. **Graduate School Diversity Office** (<https://grad.umn.edu/diversity>)
- 9.10. **Office for Diversity in Graduate Education (ODGE)** (<https://diversity.umn.edu/gradeducation>)
- 10-11. **Council of Graduate Students (COGS)** (<http://www.cogs.umn.edu>)<https://COGS.cogs.umn.edu/>
- 11-12. **Professional Student Government (PSG)** (<http://www.umnpsg.org>)
- 12-13. **Disability Resource Center** (<http://diversity.umn.edu/disability/>)
- 13-14. **Student Mental Health** (<http://www.mentalhealth.umn.edu>)
- 14-15. **Registration**
1. Registration Period
  2. Registration Materials
  3. Eligibility to Register
  4. Registration Holds and Warnings
  5. Registration Requirements
  6. Registration Categories
    - Coursework Registration
    - Special Registration Categories
    - Thesis Credit Registration
    - CIC Traveling Scholar Program Registration (see II.c.6)
    - Academic Staff Tuition Benefit Program
  7. Changes in Registration



8. Certificate of Student Status
9. Residency Requirements and Tuition Policies
  - Residency (<http://admissions.tc.umn.edu/PDFs/ResidencyReciprocity.pdf>)
  - Tuition ([http://onestop.umn.edu/finances/costs\\_and\\_tuition/tuition\\_and\\_fees/index.html](http://onestop.umn.edu/finances/costs_and_tuition/tuition_and_fees/index.html))
10. Leave of Absence (<http://policy.umn.edu/education/gradstudentleave>)

**45-16. The Grading System** (see also <http://policy.umn.edu/education/gradingtranscripts>)

1. General Grading Policy
  - Incompletes: Graduate and Professional Students (see item D.4)
  - Repeating Courses: Graduate Students (see items F.6.d and f)
2. Other Student Record Symbols
3. Restriction of the Grading System
4. Overall Grade Point Average
5. Grade Requirements for the Award of Degrees (see also <http://policy.umn.edu/education/doctorsperformance> and <http://policy.umn.edu/education/mastersperformance>)

**46-17. Student Records**

1. Student Records Privacy ([http://onestop.umn.edu/grades\\_and\\_transcripts/student\\_records\\_privacy.html](http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html))
2. Board of Regents Policy: *Student Education Records* ([http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Education\\_Records.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Education_Records.pdf))
3. Requesting Access to Private Student Data (<http://www1.umn.edu/datasec/security/RequestingaccessPDF.html>) (<http://www1.umn.edu/datasec/security/RequestingaccessPDF.html>)
4. Graduate Student Imaged Documents ([http://grad.umn.edu/faculty-staff/student\\_file\\_access/index.html](http://grad.umn.edu/faculty-staff/student_file_access/index.html))
5. Central Reporting Resources (<http://www.umreports.umn.edu>)
  - MyU Portal, Reporting Center (<http://myu.umn.edu>)
  - Data Warehouse (<https://dw.umn.edu>)
6. Student Records in the College Office
7. Student Records in the Program Office

**47-18. Degree Progress: Forms and Related Processes**

1. Master's Students (see <http://www.grad.umn.edu/students/masters/index.html>)
2. Doctoral Students (see <http://www.grad.umn.edu/students/doctors/index.html>)
3. Post-baccalaureate Certificate Students (see <http://www.grad.umn.edu/students/postbac/index.html>)

**48-19. Responsible Conduct of Research and Scholarship**

1. Human Research Protection Program (<http://www.research.umn.edu/subjects>)
2. Research Animal Resources (<http://www.ahc.umn.edu/rar>)

**49-20. Application of Credits to Degree Requirements** (see also <http://policy.umn.edu/education/gradcreditdegree>)

**20-21. Written and Oral Examinations and Thesis Requirements for Graduate**

**Degrees**

1. Master's Degree (see also <http://policy.umn.edu/education/mastersperformance> and <http://policy.umn.edu/education/masterscompletion>)
  - Plan A
  - Plan B
  - Plan C
  - Examinations for the Master's Degree
2. Doctoral Degree (see also <http://policy.umn.edu/education/doctorsperformance> and <http://policy.umn.edu/education/doctorscompletion>)
  - Preliminary Written Examination
  - Preliminary Oral Examination
  - Thesis Preparation
  - Registration of the Thesis Title and Delivery of the Thesis to the Thesis Reviewers
  - Final Oral Examination
3. Release of Thesis to the Public/Filing a Digital Copy of the Dissertation with the University

**21-22. Time Limits for Completion of Degrees** (see also

<http://policy.umn.edu/education/mastersperformance> and <http://policy.umn.edu/education/doctorsperformance>)

1. Master's Degree and Specialist Certificate
2. Doctoral Degree
3. Extension of Time Limits

**22-23. Degree Clearance**

1. Degree Completion Process (see also <http://www.grad.umn.edu/students/masters/index.html> and <http://www.grad.umn.edu/students/doctors/index.html>)
2. Certification of Degree Award
  - Diplomas
  - Official Transcript
  - Letters of Certification

**23-24. Grievance Procedures**

1. Academic-Related Issues (see also <http://policy.umn.edu/education/studentcomplaints>)
2. Sexual Harassment, Sexual Assault, Stalking and Relationship Violence (see also [https://regents.umn.edu/sites/regents.umn.edu/files/policies/Sexual\\_Harassment\\_Sexual\\_Assault\\_Stalking\\_Relationship\\_Violence.pdf](https://regents.umn.edu/sites/regents.umn.edu/files/policies/Sexual_Harassment_Sexual_Assault_Stalking_Relationship_Violence.pdf))
3. Discrimination (see also <http://policy.umn.edu/hr/conflictresolution-appb> and <https://diversity.umn.edu/eoaa>)

4. Student Conduct Code (see also [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student\\_Conduct\\_Code.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf))
5. Office of Community Standards (<https://communitystandards.umn.edu/>)

**24.25. Termination of Students** (see also <http://policy.umn.edu/education/mastersperformance> and <http://policy.umn.edu/education/doctoralperformance> )

1. Academic Performance Evaluation
2. Procedures when Academic Progress is Deficient
3. Disciplinary Terminations

### III. Student Health and Wellness

1. **Student Mental Health** (see <http://www.mentalhealth.umn.edu>)
2. **Student Counseling Services** (see <https://counseling.umn.edu/http://www.uccs.umn.edu/group.htm>)
3. **Boynton Health Service** (see <http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm>)
4. **Disability Resource Center** (see <http://diversity.umn.edu/disability/>)

### IV. Academic and Professional Development

#### 1. Central Resources

The following University units provide support, resources and services to graduate students across disciplines and at various stages of their graduate programs.

1. The Graduate School Academic and Professional Development (<http://www.grad.umn.edu/current-students/apd>)
2. Center for Educational ~~Innovation~~ [Innovation](http://cei.umn.edu) (<http://cei.umn.edu>)
3. Student Counseling Services (<https://counseling.umn.edu/http://www.uccs.umn.edu>)
4. Center for Writing (<http://writing.umn.edu>)
5. University Libraries (<https://www.lib.umn.edu/instruction/tutorials>)

#### 2. Collegiate Resources

Collegiate Career Services (<http://www.career.umn.edu>)

#### 3. Graduate Program Resources

Graduate programs are strongly encouraged to provide resources and services specific to their disciplines to assist graduate students with thesis/dissertation writing and job search processes.

### V. Faculty Related Matters

## 1. Faculty with Graduate Education Responsibilities

1. Criteria for Appointment
2. Procedures for Appointment
3. Teaching-only Appointments
4. Termination of Appointment
5. Continued Graduate Education Responsibilities for Professors Emeriti (see also <http://policy.umn.edu/education/appointgradcomm>)
6. Service on Student Examining Committees by Faculty from Other Colleges and Universities
7. Graduate Education Faculty Role List (<https://faculty-roles.umn.edu>)

## 2. Relatives in Departments and on Examining Committees (see also

<http://policy.umn.edu/education/appointgradcomm>)

## 3. Individuals Pursuing a Graduate Degree and on Examining Committees (see also

<http://policy.umn.edu/education/appointgradcomm>)

## VI. Curricular and Graduate Program Related Matters

### 1. Graduate-Level Courses

1. Approval of New Courses and Course Changes
2. Grading of Graduate Students in Courses that Also Enroll Undergraduates (see item B.3 <http://policy.umn.edu/education/gradingtranscripts>)
3. Expected Student Academic Work Per Credit (see also <http://policy.umn.edu/education/studentwork>)
4. Class Hour/Credit Ratio (see also <http://policy.umn.edu/education/instructionaltime>)
5. Graduate Education Catalog

### 2. Degree Program Requirements

1. Credit requirements for master's and doctoral degrees (see <http://policy.umn.edu/education/maphddegreereg>)
2. [Application of Credits for Students Earning Graduate Degrees \(https://policy.umn.edu/education/gradcreditdegree\)](https://policy.umn.edu/education/gradcreditdegree), [Application of Graduate Credits to Degree Requirements \(see http://policy.umn.edu/education/gradcreditdegree\)](https://policy.umn.edu/education/gradcreditdegree)
3. Adding, Changing or Discontinuing Academic Programs (see <http://policy.umn.edu/education/academicprogram>)

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## Appendix

# Typical Roles and Responsibilities of the Director of Graduate Studies

## Related Policy:

- [Appointments as Director of Graduate Studies](#)
- [Doctoral Degree: Completion](#)
- [Doctoral Degree: Performance Standards and Progress](#)
- [Master's Degree: Completion](#)
- [Master's Degree: Performance Standards and Progress](#)

## Appendix to Policy

The Director of Graduate Studies (DGS) serves as the coordinator of graduate studies within a program. Together with the graduate program faculty and department and collegiate leadership, the DGS shares responsibility for guiding and improving graduate education within the program(s) under the DGS's jurisdiction.

### Suggested Responsibilities for the DGS

The typical role of the [DGS Director of Graduate Studies](#) is to:

- supervise and coordinate the administration and governance of graduate studies within the graduate program for which the DGS is responsible;
- serve as a point of contact for graduate students enrolled in the program; and
- act as the liaison among the graduate students, program faculty, and the college and Graduate School administrations.

In addition, the DGS may also be expected to:

- serve as the program's representative on collegiate and/or University governance committees, as appropriate;
- communicate relevant matters to the program faculty or its committees as needed; informing the faculty of graduate education-related policies, deadlines, and programs as appropriate; and forwarding recommendations, nominations, and other information from the faculty to the appropriate collegiate and Graduate School administrations;
- provide written criteria to each student, upon entry, of what constitutes acceptable progress through the program and the grounds for the student's termination from it;
- receive, arrange for the review of, and monitor the progress of student applications and petitions;

- orient and counsel graduate students with respect to program and degree requirements until a permanent adviser is selected and assist in that selection as necessary.
- enforce regulations of the University, the relevant collegiate unit(s) and the degree program.
- oversee the maintenance of graduate student records and the annual student evaluation process.
- provide periodic reports on the program and data to the collegiate dean(s).
- carry out such other responsibilities as specified by the college(s).
- facilitate a program of professional development activities for graduate students within the program.