

General Description

The graduate advisor is the official representative of the graduate dean in matters affecting graduate students in the advisor's discipline. There should be a close working relationship between the advisor and the staff of GSBS. The graduate advisor is the liaison between the graduate dean and the discipline. The graduate advisor should keep the relevant department chair and faculty informed on matters pertaining to graduate education. The dean is dependent upon the experience and judgment of graduate advisors and upon their recommendations in matters requiring the dean's action. The dean's staff provides information to the advisors on a continuing basis and responds to requests for special assistance. Graduate advisors are appointed by the dean and serve for three-year renewable terms.

The graduate advisor is responsible for supervising graduate study in the discipline, monitoring progress toward degree including management of the oral qualifying examination process, serving as a member of the traditional M.S./Ph.D. admissions committee, and representing the faculty of the discipline as a member of the Graduate Council.

General Responsibilities

- Advise all graduate students in the discipline
- Represent the discipline faculty on Graduate Council; report discipline activities to Graduate Council and Council decisions to discipline faculty
- Represent the discipline faculty on Traditional Admissions Committee (may appoint designee)
- Conduct self-study every five years for external program review
- Represent discipline at new student orientation
- Participate in recruitment activities for new graduate students, including recruitment trips

Student Advising

- Meet annually with each student after his/her annual progress meeting
- Discuss MyIDP and the student's career goals; monitor compliance with MyIDP
- Counsel students regarding mentoring issues as they arise
- Remain informed on the procedures for Reporting a Student of Concern
- Participate in QRP (suicide prevention) training offered by Division of Student Affairs

Curriculum Responsibilities

- Lead the development of both required and elective advanced courses
- Review discipline courses at the end of each semester, including student evaluations, evaluate content for relevance; report course activities and outcomes to the Graduate Council
- Organize regular (every 3 years) review of courses
- Manage discipline course inventory
- Manage the graduate student handbook for the discipline and revise each year
- Manage and chair the Oral Qualifying Examination process for students in your discipline (unless the graduate advisor is the major professor of the student being examined)